



A Ministry of The College of Biblical Studies

MEETING REQUEST FORM

Dr. A. Charles Ware

Executive Director

Special Assistant to the President

The College of Biblical Studies exists to glorify God by educating and equipping multi-ethnic Christian leaders to impact the world for Christ.

If you would like to invite Dr. Ware to speak at your church service or event, please complete this form in its entirety and email it to debora.terry@cbs-houston.edu Your request will be considered after we receive this completed form. Thank you.

General Information

Meeting Date(s): _____ Church/Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Pastor: _____ Phone: _____ E-mail: _____

Contact: _____ Phone: _____ E-mail: _____

Time Zone: _____ Fax: _____

Meeting Address if different: _____

Meeting days & times: _____

Meeting Theme: _____ Assigned Topic and/or Scripture: _____

Length of Message(s): _____

What is your desired outcome from this meeting? _____

Audience

Approximate Size of Audience: _____ Age Range: _____

Uniqueness of Audience: Multicultural White Black Other _____

Type of Meeting (church service, conference, etc.): _____

Speakers Dress Code (suit, tie, casual, etc.): _____

Comments: _____

Recording and Technology

Please check all that you will provide:

Wireless Mike PowerPoint Projector Presentation computer video cable Screen

Is your recording equipment radio quality? Yes No

If so, will you provide Dr Ware a recording of his message(s)? Yes No

Release Statement

We authorize Dr. Ware to use in whole or in part such recordings or photographs for purposes of publicity, advertising and promotions and sales.

Signature

Date

Airport Information

If flying, what airport should Dr Ware fly into? _____

Accommodations

When should he plan to arrive (date & time, time zone)? _____

If overnight, where will he be staying? _____

Name of Hotel: _____

Address: _____

Phone: _____

Name and phone number of Person picking up Dr Ware. _____

Honorarium & Expenses

Please write a separate check for the Honorarium and Total Expenses. Honorarium and travel expense Checks should be made payable to Collage of Biblical Studies or C&S Ministries Checks can either be given to Dr. Ware or mailed to Grace Relations at 3500 DePauw Blvd. Building One, Suite 1010, Indianapolis, IN 46268

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|------------------|---------------------------------------|---|
| Honorarium | <input type="checkbox"/> Will Be Paid | <input type="checkbox"/> Will Not Be Paid |
| Travel Expenses | <input type="checkbox"/> Will Be Paid | <input type="checkbox"/> Will Not Be Paid |
| Food Expenses | <input type="checkbox"/> Will Be Paid | <input type="checkbox"/> Will Not Be Paid |
| Housing Expenses | <input type="checkbox"/> Will Be Paid | <input type="checkbox"/> Will Not Be Paid |

If Dr. Ware is not available to serve you on the date requested, would you consider having another CBC faculty/staff member serve in his place? Yes No

College of Biblical Studies Ministry

Does your church/organization support College of Biblical Studies financially? Yes No

Would you be willing to give a financial gift to College of Biblical Studies? Yes No

If not a regular financial supporter, would you prayerfully consider becoming one? Yes No

Will you be willing to a CBS Sunday Service, coinciding with Dr. Ware’s visit

where CBS is presented, and a special offering is taken for the college?

Yes No

Resources and Information Table

We would like to serve you by offering a selection of books, CD's and DVD's at this event. Please check all boxes that apply below. GOD BLESS YOU!

- We will allow you to sell resources. We will allow you to promote College of Biblical Studies.

Will you assist Dr. Ware by providing the following? (please check):

- 8ft table to display resources and literature. (positioned wherever is convenient for the sponsor)
 Someone to assist with sales who has good math skills.

Signature

Date

Please send promotional literature or website link.