



CBS MISSION STATEMENT

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

**SPEAKER REQUEST FORM**

**Dr. A. Charles Ware, Executive Director**

**GRACE RELATIONS**

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 to [debora.terry@cbs-houston.edu](mailto:debora.terry@cbs-houston.edu).

**General Information**

Event Date(s): \_\_\_\_\_ Church/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Time Zone: \_\_\_\_\_ Fax: \_\_\_\_\_

Event Address if different: \_\_\_\_\_

Event days & times: \_\_\_\_\_

Event Theme: \_\_\_\_\_ Assigned Topic and/or Scripture: \_\_\_\_\_

Length of Message(s): \_\_\_\_\_

What is your desired outcome from this event? \_\_\_\_\_

**Audience**

Approximate Size of Audience: \_\_\_\_\_ Age Range: \_\_\_\_\_

Uniqueness of Audience:  Multicultural  White  Black  Other \_\_\_\_\_

Type of Event (church service, conference, etc.): \_\_\_\_\_

Speaker's Dress Code (suit, tie, casual, etc.): \_\_\_\_\_

Comments: \_\_\_\_\_

**Recording and Technology**

Please check all that you will provide:

Wireless Mic  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 the College of Biblical Studies. Checks can either be given to Dr. Ware or mailed to Grace Relations at 3500 DePauw Blvd. Building One, Suite 1010, Indianapolis, IN 46268

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 CBS faculty/staff member serve in his place?  Yes  No

## **College of Biblical Studies Ministry**

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

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

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

May Dr. Ware provide a brief presentation during a Sunday Service coinciding with his visit with a special offering taken for the College?  Yes  No

## **Resources and Information Table**

We want to serve you by offering a selection of books, CDs, and DVDs at this event. Please check all boxes that apply below. GOD BLESS YOU!

- We will allow CBS to sell resources.       We will allow promotion for the 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.

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Signature

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Date

Please send promotional literature or website link.