

Speaking Request for Rev. Derek Dunn / Susan Dunn

Today's Date: _____

CHURCH INFORMATION:

Office Hours: _____

Church/Conference Name _____

Church Mailing Address _____ City/State/Zip _____

Church Phone _____ Fax _____ Email _____

Denomination _____ Total # of Adults in Congregation _____

Sr. Pastor's Name _____ Spouse _____

Contact Person Name/Title _____ Phone _____ Email _____

List times of regular weekly services _____

List speakers you've had in the past _____

INVITATION INFORMATION:

Dates you are requesting _____ Your Deadline _____

Would you be open to weekday evening meetings? Check days: Mon Tue Wed Thu Fri

List Country, State and City of All Events: _____

Nearest Commercial Airport to Venue _____ Drive time to meeting _____

Provide Flight Schedule/s That Need To Be Ticketed (for multiple cities):

Departure Date:	From:	To:	Approximate Time of Arrival Needed:

Derek Dunn's Speaking Schedule:

Date:	Venue & Address:	Time of Meeting:	Theme (if any required):	Speaking Time Allotted:

IMPORTANT DETAILS:

Recommended Attire/Dress: _____

Expected Attendance for each day/night: _____

Profile of the People/Audience: _____

Hotel Information:

Hotel Name:	Address:	Phone:	Check In Date:	Check Out Date:

Travel Reimbursement/Honorarium:

1) What is your policy for Reimbursement of Airfare?

2) What is your policy or plan for an honorarium or love offering?

1) _____

2) _____