



Thank you for your desire to schedule Rev. Derek Dunn as a Guest Speaker / Minister at your church / event / conference. We appreciate and thank you for understanding the importance of protocol to ensure excellence in our communications and the confirmation of details relating to your invitation. To help expedite the confirmation of this event, please fill out the attached Request Form and return it as soon as possible to me, Mrs. Angie Anderson. You may email a scanned copy to [info@derekdunn.org](mailto:info@derekdunn.org) or send by fax to +1-757-354-4840. Once we have received the completed form, we look forward to confirming the feasibility of Derek ministering with you.

In return, we will send a letter to the Contact Person in confirmation of the date and schedule.

Thank you for your time. If you have any questions or need assistance, please feel free to contact me during our normal office hours.

Sincerely,

Angie Anderson  
*Office Manager*  
Derek Dunn Ministries

# Speaking Request for Rev. Derek 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/Petrol? (Whichever is relevant)**
- 2) What is your policy or plan for an honorarium or love offering?**

1) \_\_\_\_\_

2) \_\_\_\_\_