



## MEETING REQUEST FORM

Thank you for your interest in having us speak at your venue. This form is used to determine if a meeting can be confirmed. After we review this form, we will promptly inform you concerning your request. To serve you better, please fill out this form as completely as possible and return via email to [info@powertoreign.com](mailto:info@powertoreign.com).

### GENERAL INFORMATION

Church Name: \_\_\_\_\_ Church Website: \_\_\_\_\_  
Church Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Church Office Hours: \_\_\_\_\_

### CONTACT INFORMATION

Pastor's Name: \_\_\_\_\_ Spouse: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title/Position: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### ABOUT THE REQUESTED MEETING

Date(s) of Meeting: 1st Choice \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_  
Time(s) of Meeting: 1st Choice \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_  
Street Address of Meeting: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Mailing/Shipping Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Seating Capacity (Include Overflow): \_\_\_\_\_ Average Adult Attendance: \_\_\_\_\_

#### Type of Meeting:

Weekly Church Meeting  Conference (List other speakers): \_\_\_\_\_  
 Special Occasion: \_\_\_\_\_ If conference or special occasion: Projected Attendance \_\_\_\_\_

### ACCOMMODATIONS

#### Hotel Accommodations:

Do you agree to pay for two hotel rooms (3-Star or better)?  YES  NO

#### Air Travel:

Do you agree to pay for two economy-class airline tickets?  YES  NO

Will Pastor be present for the service(s)  YES  NO

What is the dress code for this meeting?  Dressy  Business  Casual  Jeans

### FINANCIAL INFORMATION

There is no charge for ministry, but if a free will offering or honorarium is offered, please make checks payable to:  
Power to Reign Ministries International - Memo: Honorarium

### TRAVEL EXPENSES:

Air expense reimbursement checks are to be made payable to and should be separate from the honorarium or offering:  
Power to Reign Ministries International - Memo: Travel

If there are any details that have not been covered by the Meeting Request Form that you would like us to be aware of, please don't hesitate to contact us.

**EMAIL:** [info@powertoreign.com](mailto:info@powertoreign.com)

**PHONE:** 1-800-797-0248

**WEBSITE:** [powertoreign.com](http://powertoreign.com)