



**AUTHOR-SPEAKER-COACH**

**SCHEDULE**

Name of Organization/Church: \_\_\_\_\_

Name of Venue: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Street # City State Zip

Primary contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Office #: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Type of event (Church, empowerment; etc.):  
\_\_\_\_\_

Theme:  
\_\_\_\_\_

Tell me about the event as it relates to your expectation of having me as the speaker. Please include duration of time to speak, scripture or theme focus; etc. Please clarify the audience as well (adults, youth; etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other guest speakers:  
\_\_\_\_\_

How will you be promoting this event? \_\_\_\_\_

How did you hear about Rita Chapman?  
\_\_\_\_\_

**FACILITY**

Name of facility if different from above: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Street # City State Zip



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Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Total occupancy of facility: \_\_\_\_\_ Expected attendance: \_\_\_\_\_ Average Sunday morning attendance: \_\_\_\_\_

Sunday evening attendance \_\_\_\_\_ Mid-week service night: \_\_\_\_\_ Average attendance \_\_\_\_\_

**GROUND TRANSPORTATION**

**Anything over a two hour drive, Rita Chapman will need flight & hotel accommodations. If applies, please complete below.**

Name of Driver: \_\_\_\_\_ Contact #'s: \_\_\_\_\_

Cell: \_\_\_\_\_

Approximate Drive Times: Airport to Venue: \_\_\_\_\_ Airport to Hotel: \_\_\_\_\_ Hotel to Venue: \_\_\_\_\_

**HOTEL ACCOMODATIONS**

**NOTE:** *If needed and not otherwise arranged, one non-smoking room (with double beds) will need to be reserved with the preference of Marriott hotels to accommodate Mrs. Chapman for her stay.*

Recommended Hotel Name: \_\_\_\_\_

Confirmations: \_\_\_\_\_

**AUDIO/VIDEO & PRODUCT SALES**

**Please place an "X" on the appropriate answers below:**

Will there be a lavalier and/or hand-held mic available? Yes \_\_\_\_\_ No \_\_\_\_\_ Which? \_\_\_\_\_

Will the service(s) be video taped? Yes \_\_\_\_\_ No \_\_\_\_\_

Will the service(s) be audio taped? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you provide copies of audio/video tapes following the service? Yes \_\_\_\_\_ No \_\_\_\_\_

May we have at least one (1) 6' or 8' tables to display and sell literature and ministry products?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Will table skirts be available? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you provide 1-2 volunteers to help work table, if necessary? Yes \_\_\_\_\_ No \_\_\_\_\_

**WWW.RITARCHAPMAN.COM**



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***HONORARIUM & TRAVEL EXPENSES***

\*\*Will all expenses be paid? (I.e. airfare, 1 hotel room, meals?) Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*Is there a speaker budget/honorarium for the event? Yes \_\_\_\_\_ No \_\_\_\_\_ Please specify amount \$ \_\_\_\_\_

Please email this form back to [Booking@RitaRChapman.com](mailto:Booking@RitaRChapman.com) and someone will be back in touch with you very soon!

**Thank you so much for considering Elder Rita R. Chapman for your event. We look forward partnering with you in the advancement of the Kingdom of God.**