

Engagement Form

Today's Date _____ Request Date _____

Engagement or Ministry Information

Organization or Church Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Contact Person _____

Phone _____ Cell _____

Email _____ Website _____

Type of Event _____

Expected Attendance _____

Meeting Facilities

Host Church/Organization

Address _____

City _____ State _____ Zip _____

Phone Number _____

Occupancy of Facility _____

Personal Information

Pastor/Director _____

Phone _____ Email _____

Other Contacts _____

Phone _____ Email _____

Travel Expenses

Pastor Ray require the following:

Two Round Trip Tickets where applicable (must be purchased at least 30 days before the event)

One Standard Non-Smoking Room – Double Bed (Reservation information must be provided at least 30 days before the event)

Meals - when appropriate (overnight, early arrival)

Ground Transportation when applicable

Compensation

Honorariums will be discussed and are Negotiable

Miscellaneous

We request the option of distributing our materials (Books, Videos, DVDs, etc). We would ask that the church would provide one six or eight foot table for the above material when requested.

Ministry Needs:

Ice Mountain or Fuji Bottled Water

Hot Tea – Lemon Lift Decaffeinated

Small Fruit Basket

Please email or mail this form along with your request letter to:

Pastor Ray Houston

1226 North Hershey Rd

Bloomington, IL 61704

Email; elderrayhouston@yahoo.com