

District Elder Tony L. Williams

Sr. Pastor of River of Life Ministries



Speaking Engagement Request Form

(Please type information inside the box and e-mail request form to rolohio1@gmail.com)

All publications and marketing materials must be reviewed prior to official distribution.

Today's Date

Name of Person Authorizing This Request:

Name of Organization

Address of Organization

City

State

Zip

Country

Name of Contact Person

Phone Number

Email Address

Event Information

Type of Event

Event Theme and/or Scripture

Colors (If applicable)

Event Address (if different from the requesting organization listed above)

City

State

Zip

Country

Revised 7/6/17

Event Date

Start Time

End Time

Speaker Arrival Time

Number of Anticipated Participants

Special Parking Instructions for Speaker (if applicable)

Address of Organization

City

State

Zip

Country

Honorarium Information

Honorarium Amount for Speaker

Honorarium Payment Process (please indicate when speaker will receive honorarium)

Method of Payment

Other (Please Indicate)

Travel Accommodations

Please put an X next to the accommodation/s that your organization will be responsible for (if applicable)

Air Travel

Mileage Allowance (Based on IRS rate)

Hotel Stay

Food Allowance (determined by organization)

Registration/Ticket Fee's

Other: _____

Will the organization make travel accommodations?

Note: Speaker reserves the right to request travel for up to two people depending upon the need. If travel accommodations are made by the requesting organization, all reservations must be approved by speaker or designated representative prior to booking.

Other/Comments

Please use this space to express any questions or concerns shared by the requesting organization.

Thank you in advance for your request. Your request will be carefully reviewed and you will be notified of the decision within 2 to 3 business days from the date of submission.

Please send an email to rolohio1@gmail.com with any questions.

All publications and marketing materials must be reviewed by Bishop Tony Williams prior to official distribution.

We look forward to serving you as well as the participants of your event.

For Office Use Only

(Put in X in front of the appropriate responses).

The requested speaker (ENTER NAME OF SPEAKER) has:

AGREED to participate in the event listed on this request form.

REQUESTED not to participate in the event listed on this request form due to the following reason/s:

The requested speaker has:

AGREED to the conditions outlined in this request form.

AGREED to the conditions outlined in this request form with the exception of:

Request Approval/Denial Status

Approval date:

Denied date:

Contact person and info to where approved/denied request form was sent:

Name of Representative approving/denying the request:

Other:

Please make checks or money orders payable to: Tony Williams. Thank you!