

**Division Information**

Ministry: \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Purpose of Event: \_\_\_\_\_  
Date(s) of Event: \_\_\_\_\_  
Contact Person \_\_\_\_\_

**Guest Information**

*(Attach biographical sketch)*

**1<sup>st</sup> Choice**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Ministry Name *(if applicable)*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web address: \_\_\_\_\_

**2<sup>nd</sup> Choice**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Ministry Name *(if applicable)*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web address: \_\_\_\_\_

Suggested Honorarium \$ \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Division Director: \_\_\_\_\_ Date: \_\_\_\_\_