

# Scott Crenshaw

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## Speaking Engagement Information Form

Scott Crenshaw would like to thank you for the privilege of ministering with you. We see our ministry together as a tremendous opportunity to serve our Lord and Savior. More than coming to speak, it is our desire that you would know and follow the will of God. We long to help facilitate your vision for your community. Grace and peace to you.

Date of engagement:

Name Church/Organization:

Address:

Phone Number:

Cell Number:

Contact Person:

E-Mail:

\*Transportation Method:

If flying, will you make flight arrangements?  YES  No, we would prefer you to make arrangements and we will provide airfare in advance.

Nearest airport to event:

**\*Driving •** .55 per mile round trip from Weatherford, TX  
miles at .55 per mile = \$  
*If driving over 600 miles round trip, please send travel expense in advance.*

**\*Flying •** *You may provide round-trip airfare in advance and we will secure travel arrangements. OR you may handle ticketing and flight arrangements from DFW. If handling flights on your own, please verify Scott's preference of flight times.*

## Financial Arrangement:

- ❖ A love offering of \_\_\_\_\_ .  
We have found it to be helpful if to know the amount of the love offering in advance. This arrangement will help us tremendously in keeping our expenditures within budget. (Know that when Scott comes to your event, you are going to receive his whole-hearted best, and that is what we desire from you.)
- ❖ If at all possible please have honorarium check available before the event is over.
- ❖ A separate travel check would be helpful for record keeping.
- ❖ A 25% non-refundable deposit is required upon acceptance of the speaking engagement.
- ❖ Please make check payable to Scott Crenshaw.

Type of meeting:

Anticipated turn out:

Time Scott needs to arrive:

Time of first service:

Time when Scott will be finished:

Name of person/group providing music:

\*\*Hotel Accommodations:

Name:

Address:

Phone Number:

\*\*Please list the name, address and phone number of hotel where Scott will be staying. If lodging other than hotel is used please list that information.

(Name of church or organization's representative)

Date

Additional instructions/directions/notes:

*This form needs to be completed and returned with appropriate funds before the event can be finalized.*

Office Use Only:

Form Rec'd \_\_\_\_\_

Accepted

Rejected

25% Rec'd \_\_\_\_\_

Transportation Arrangements made \_\_\_\_\_