

Quick Checklist for a Good



Ministry Confirmation

by Carole Brewer

A complete list of details to help the event planner and you work together for a successful speaking engagement.



He thought of everything, provided for everything we could possibly need, letting us in on the plans he took such delight in making. He set it all out before us in Christ, a long-range plan in which everything would be brought together and summed up in him, everything in deepest heaven, everything on planet earth. It's in Christ that we find out who we are and what we are living for.

Ephesians 1:1-2 The Message

SPEAKER'S NAME, HEADER, or LOGO HERE

MINISTRY CONFIRMATION

**HEADSHOT
HERE**

SPEAKER'S EMAIL: _____

LANDLINE: _____

CELL/TEXT: _____

MAILING ADDRESS: _____

THANK YOU FOR CAREFULLY REVIEWING ALL OF THE FOLLOWING INFORMATION FOR ACCURACY.
PLEASE EMAIL OR CALL TO DISCUSS AND CONFIRM THESE DETAILS.

NAME OF ORGANIZATION: _____

DATE OF EVENT: _____

TYPE OF EVENT AND THEME: _____

LOCATION & ADDRESS OF EVENT: _____

ARRIVAL TIME FOR SETUP AND SOUND CHECK: _____

EVENT COORDINATOR(S)

Name(s): _____

Email: _____

Cell/Text: _____

Landline: _____

Church phone: _____

Other contacts: _____

TYPE OR PRESENTATION: _____

THEME: _____

Scheduled starting time for speaker: _____

Length of presentation: _____

Will there be other presenters sharing the platform at this event? Please explain:

Who will be in attendance? _____

Projected number in attendees: _____ What ages? _____

Cost of the event for each attendee: _____

Are others from outside this group welcome? _____

VISION AND PURPOSE FOR THE EVENT

A time for fellowship, fun, music, and a scripture-based message.

Add any additional thoughts here: _____

Other requests: _____

Instrumental background music played during the mealtime provided by the event host.
Suggestions for music selections:

The speaker is approved to give an invitation to receive Christ during her presentation.

SPEAKER HONORARIUM _____

FREEWILL OFFERING _____

Meals: _____

Accommodations: _____

Travel details: _____

Travel expense allotment: _____

PROMOTIONAL MATERIALS

Speaker will send right away:

- Photo
- Bio
- Additional graphics Please explain:

Speaker will provide on the day of the event:

- Introduction
Please note the spelling and pronunciation of the speaker's full name

SOUND EQUIPMENT FOR SPEAKING AND/OR MUSIC:

Name of Audio/Visual Tech person running sound: _____

Email: _____

Cell: _____

Host church or organization will provide the following:

- Sound system
 - in place portable
- Microphone and mic stand
 - Lavalier Cordless handheld Corded handheld Gooseneck mic in podium
- Data projector
- Computer or laptop for projecting PowerPoint or other media presentation with line of site to the speaker podium
- Speaker will send slide presentation, in advance of the event, to the A/V tech for pre-loading
- Speaker will supply a handheld 'clicker' to forward her slides (requires line of site to podium)
- Speaker will give the media tech a printout of her slides and a list of other technical details.
- Music stand for speaker notes if a podium is not available.
- Floor monitor(s)
- Speaker's In Ear Monitor (IEM)
- Church's In Ear Monitor (IEM)

ADDITIONAL EQUIPMENT FOR MUSIC PRESENTATIONS

Host Group, will provide:

- Microphone designed for singing
- Reverb in the mixing board
 - For speaker/singer or accompanist:
 - Grand piano Upright piano
 - Electronic keyboard - Brand & model #:

Comments: _____

Speaker will provide the following if needed:

- Portable sound system
- Microphone
- Data projector, laptop, cart
- Music stand for speaker notes if a podium is not available.
- PowerPoint Presentation

Sound check and setup time: _____

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- RESOURCE TABLE in the back of the room for speaker information and products
Tablecloth provided by host speaker

ACCESSIBILITY FOR UNLOADING AND RE-LOADING EQUIPMENT

Location of closest door to event: _____

- First floor
 Which other floor(s): _____
 Ramp
 Stairs
 Elevator
 Outdoors: describe setting _____

RECORDING SESSIONS FOR SALES

Speaker presentations may be recorded for two purposes only.

- 1.) for further use by the speaker and 2.) for distribution to assisted living centers and shut ins.

Please do not sell recorded sessions. Thank you for your support.

RIGHT AWAY

Thank you so much for completing this checklist:

1. Please continue praying for the guest speaker as she prepares to come.
 2. Contact the guest speaker to confirm these arrangements
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ON THE DAY OF THE EVENT

Thank you for completing this checklist:

1. Speaker handouts: Please place the speaker's postcard and bookmark inside each program or at each table setting.
2. Please provide a standard sized speaker resource table with a tablecloth
3. Ask one or two ladies to help sell the speaker's ministry products. The speaker will meet with them at (time) _____ to explain the items.

Question for the speaker's information: Will there be any additional sales tables from the church or other ministries set up that day?

Thank you, name for confirming these details. Please make changes or corrections by phone or email.

Closing remarks: _____

Salutation:

Speaker's name:
