

# Dr. Brad Whitt- Speaking Request Form

Please complete this form for your upcoming speaking engagement with Dr. Brad Whitt. This document is intended to make clear the expectations and responsibilities for Dr. Whitt, and to confirm any logistical details. Once completed, please return to his Administrative Assistant:

Gayle Hooper

Email: [ghooper@myabilene.org](mailto:ghooper@myabilene.org)

Office Phone: 706-869-1774 Fax: 706-860-9375

(Mailing address: 3917 Washington Road, Martinez, Georgia 30907)

## Compensation

Dr. Whitt is honored to speak at your event for either a love offering (revival) or honorarium (conference). We ask if a love offering is to be received, the Pastor of the church make this known to the congregation, and an appeal be given in each service.

## Travel

We ask that Dr. Whitt be provided with a clean hotel room and that his travel/expenses are covered. A separate check should be written to cover the cost of his mileage and expenses.

## Books/CDs

Dr. Whitt often travels with resources, such as CDs/DVDs and books for purchase. If this fits with your policy and practice, we ask a table be provided and set up and that someone be available to help at the resource table. It is also helpful for the Pastor to make those present aware of the availability of these resources.

Event: \_\_\_\_\_

Location (Address, City, State):

\_\_\_\_\_

Requested Speaking Date(s): \_\_\_\_\_

Requested Arrival Time: \_\_\_\_\_

Requested Speaking Time: \_\_\_\_\_

Multimedia Contact (Who should be contacted about using a Power Point or Video-  
Name, Phone and Email address):

\_\_\_\_\_

\_\_\_\_\_

Host/Contact (Name & Cell #): \_\_\_\_\_

Requested Speaking Topic: \_\_\_\_\_

Preferred Dress (Coat, Tie, Business Casual, Casual): \_\_\_\_\_

Closet Airport: \_\_\_\_\_

Car Rental (Preferred) or Host Pick Up At Airport: \_\_\_\_\_

Driving time from airport to event: \_\_\_\_\_

Lodging: \_\_\_\_\_