

Jeanne's Travel Request Form

Thank you very much for your request to have Jeanne minister at your upcoming event. Jeanne considers it to be a huge honor that you would consider her participation. Please allow us to outline below some important information that will better clarify this process.

How often does Jeanne speak away from her many local church (Victory World Church) and CADRE responsibilities?

Jeanne will only allow herself to usually accept "travel ministry commitments" twice a month. During certain months when her Cadre and local responsibilities are heavy, she is only able do "travel ministry" one time a month. Though she enjoys ministering across the nation and world, her heart remains consistently most planted at the local level.

If I were requesting Jeanne to speak at a youth/young adult event, would she be open to speaking to LEADERS in a leadership workshop as well?

YES! Many times when she agrees to speak at a youth/young adult event, she requests a minimum of an hour to be scheduled for her to be with just the leaders. Please indicate whether or not this will be possible. Leadership training is very much a big part of Jeanne's personal DNA.

Please be as thorough as possible as you fill out the attached 3 pages. The more information you provide, the better. We are here to serve you in any way possible. Please contact me (Christina) if you have any questions or need assistance in any way.

Thank you again for your request. Jeanne is very honored that you would consider her!

Blessings,

**Christina Francis
Executive Assistant to Jeanne Mayo
Youth Leader's Coach**

Contact Info:

Youth Leader's Coach
PO Box 450309 Atlanta, GA 31145
(p) 304-629-3816 (f) 678-684-1374
Christina@youthleaderscoach.com

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CONTACT INFORMATION:

Today's Date:

Organization/Ministry:

Director/Pastor:

Assistant:

Your "point person" for this event:

Address:

City:

State:

Zip:

E-mail:

Telephone:

Fax:

Cell:

Event Website (if applicable):

EVENT INFORMATION:

Name of Event:

Date(s) of Event:

Event Location:

What is the purpose of your event?

What is the closest airport to your event?

Approximately how far is the airport from your event?

What is the expected size and demographics of your audience (as specified below)?

Pastors:

Other:

Youth/Young Adult Pastors:

Teenagers:

Total Attendance:

If you have hosted this event in the past, what was the attendance?

Who have been some of your speakers in the recent past?

What other speakers / performers have you invited to this upcoming event?

SPEAKING INFORMATION

In what capacity would you like Jeanne to minister (i.e. General Session speaker, workshop, etc.)?

What are the dates and times that Jeanne would be ministering?

When would Jeanne need to arrive?

Is there any particular theme for your event?

Is there any specific topic you request that Jeanne speak on?

FINANCIAL INFORMATION:

Traveling:

We request that airfare (coach class) and luggage fees for Jeanne and an assistant be provided by the host of the event. Would this be a problem?

Lodging / Food:

We request that a hotel room be provided for Jeanne and her assistant (Jeanne's travel assistants are always female. Thus, one hotel room with two beds is great.) The host would also be responsible for all meals for Jeanne and her assistant from the time they would arrive until the time they depart. Would this be a problem?

Honorarium:

While many speakers have set honorariums, Jeanne still chooses NOT to have a set honorarium. So please know that she does not base her decision around the size of your proposed honorarium. But due to her husband's serious stroke (and resulting in his inability to work) a thoughtful honorarium (to help cover her Youth Leader's Coach staffing salaries) is appreciated. Thus, how much have you allowed for Jeanne's possible honorarium in your budget?

***** PLEASE MAKE ALL HONORARIUM CHECKS PAYABLE TO: YOUTH LEADER'S COACH...Not to Jeanne personally.**

PRODUCT / RESOURCES

We would request that (1) 8-foot table be made available for the sale of Jeanne's resources in a prominent location. Would this be possible?

MEDIA INFORMATION

1. Will we be able to use media in the service? (i.e. video, background music, full screen slides)
2. Do you use a MAC or PC?
3. What presentation software do you use? (i.e. ProPresenter, PowerPoint, etc.)
4. What file types of media will be acceptable for videos? (i.e. .avi, .mp4, etc.)
5. What is the best way to play our background music? (i.e. iPod, CD, digital download, play through iTunes, etc.)
6. What is the best way to provide our media to you? (i.e. USB drive, DVD, cloud storage, email, etc.)
7. What is the aspect ratio of your screens?

Thank you for providing us with the above information. Please mail, e-mail, or fax this request back to our offices. You will find all contact information on the cover letter.

We're sincerely grateful that you would consider having Jeanne's ministry as a part of your upcoming event.