

PLEASE EMAIL THE COMPLETED FORM

# DR. PAULA OLIVIER SPEAKER REQUEST FORM

Your request will be processed immediately. **PLEASE COMPLETE AND RETURN THIS FORM PRIOR TO PURCHASING AIRLINE TICKETS. Submit completed form to [pastorpaula7@yahoo.com](mailto:pastorpaula7@yahoo.com).**

DATE OF EVENT \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_

TITLE OF EVENT \_\_\_\_\_

LOCATION \_\_\_\_\_

(CITY, STATE, COUNTRY, HOTEL OR CONFERENCE CENTER, VENUE)

NAME OF SPONSORING ORGANIZATION \_\_\_\_\_

TYPE OF ORGANIZATION \_\_\_\_\_

CONTACT NAME & TITLE \_\_\_\_\_

PHONE & EMAIL \_\_\_\_\_

TARGET AUDIENCE \_\_\_\_\_

HOW WOULD YOU LIKE FOR DR. OLIVIER TO PARTICIPATE?

Church Service/Preaching Service     Motivational Speaker     Workshop/Seminar  
 Keynote Speaker     Panelist     Other \_\_\_\_\_

HOW MANY TIMES WILL DR. OLIVIER BE PRESENTING DURING YOUR EVENT? \_\_\_\_\_

GOALS OF THE EVENT

1. \_\_\_\_\_

2. \_\_\_\_\_

### Travel & Hotel Arrangements

Dr. Olivier prefers that you make the airline arrangements in conjunction with our office. If Dr. Olivier agrees to drive, mileage reimbursement is 54 cents per mile and she will present the travel receipts upon arrival (if driving her own car). Please be prepared to reimburse those expenses without delay. If Dr. Olivier will need a rental car, it will be requested that you make prior rental car arrangements utilizing your credit card instead of making arrangements for reimbursement for Dr. Olivier for using her credit card. When making hotel arrangements for Dr. Olivier's stay please reserve one non-smoking room. If someone is picking Dr. Olivier up at the airport, please provide: **NAME:** \_\_\_\_\_ **CELL PHONE #:** \_\_\_\_\_

**HOTEL NAME AND ADDRESS:** \_\_\_\_\_

### Meal & Drink Preferences

Dr. Olivier does not eat soy or soy-based products (that means most meat substitutes). Soy-free food and fish are acceptable. Please make sure that room temperature bottled water or pineapple juice is available prior to and during the sermon/presentation.

**Honorarium:** ( ) We do plan to give an Honorarium (amount) \$\_\_\_\_\_ ( ) We do not plan to give an Honorarium

If at all possible, Dr. Olivier requires that she receives **BOTH** a DVD and CD of the presentation on that day or in the mail that week.