

Booking Request Form

To request Sid Koop to speak at your event, please fill out the following information:

The Event:

Theme/Event Name: _____

Location: _____

Address: _____

City: _____ Prov/State: _____ Postal/Zip Code: _____

Sponsor (Church/Group/etc): _____

Date(s): _____

Start and Finish Times: _____

Purpose Statement:

Anticipated Attendance: _____ Target Audience Ages: _____

Total Number of Speaking Sessions
(please note devotional and other
sessions in speaking schedule): _____

Speaking Schedule:

Contact Person:

Name: _____

Address: _____

City: _____ Prov/State: _____ Postal/Zip Code: _____

Home #: _____ Cell #: _____

Fax #: _____ Office #: _____

Email: _____

Travel, Honorarium & Accommodations:

Travel Costs: \$0.45/km* Flight** Honorarium: \$ _____

*Suggested rate. Visit www.cra.gc.ca for more information.

**For flights from the Calgary Airport, we ask that you add \$250 to the flight cost to cover transportation to/from the airport. If you require an invoice for this, let us know and we'll be happy to send you one.

PLEASE MAKE ALL CHEQUES PAYABLE TO "TRUTH MATTERS MINISTRIES"

Are you willing to accommodate family? Yes No

Please describe accommodations:

Other Comments:

Please return completed form to the address at the top of the page, or click to return electronically.

submit

reset

Office Use:

Booking Confirmed

Travel Confirmed

Accommodations Confirmed

Payment Received \$

Booking Policy

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info@truthmatters.ca
WWW.TRUTHMATTERS.CA

truth
MATTERS
MINISTRIES

Booking Details & Process:

Upon receipt of your completed booking request, Truth Matters will forward it to our Booking Committee, who will review the request and approve or deny the request. We aim to fulfill our mission to 'Awaken the lives of students through the Truth of Jesus Christ' through every event with which we partner, and our Booking Committee may contact you for further information if needed to process your request.

****We cannot confirm a booking until a completed booking request form has been submitted****

Truth Matters Ministries does not have any set fees for our speakers. It is very important to us that cost does not inhibit us from sharing the truth of Christ with youth. However, we do ask that each event sponsor prayerfully consider what to offer as an honorarium, and we always ask that any travel (and other) expenses be covered.

A typical honorarium per session is \$100-\$500, depending on the number in attendance.

Travel costs may be airfare, or \$0.45/km (Suggested rate. Visit www.cra.gc.ca for more details.)

Lodging and food costs are typically determined by the location and duration of stay. We would love to discuss options with you!

Cancellations:

We ask that you inform us immediately if a booked event is cancelled. There is no set cancellation fee, however, if flights/car rentals/hotels have been booked, any cancellation fees will be the responsibility of the organization/individual who made the initial booking request. We strive to be extremely understanding in the event of extraordinary circumstances, so please call us and we will consider your situation.