

Mimi Haddad Speaker Request Form

Important Note: Please complete all areas. When you have completed this form, please email it to mimi@cbeinternational.org Please allow up to 4 weeks for your request to be processed and us to respond to you. Thank you so much for your interest.

Sponsoring organization:

Organization's complete address:

Organization's website:

Organization's mission:

Primary contact for this event

Name:

Title:

Work Phone:

Mobile:

Email:

Fax:

Event Information

Event Description:			
Proposed Date(s):		Start Time of lecture/chapel	
Proposed Alternate Date(s):		Finish Time of lecture/chapel	
Audience Profile:		Attendance size:	
Proposed lecture topic/title?			
How long (min) would you like Mimi to speak?		Are there other presentations you'd like Mimi to offer? Topic? Size of Audience? Length of presentation?	
Event Location:		Are there topics to avoid?	

Event City/State:		Nearest Airport:	
Proposed Honorarium:		Max. time to airport from event:	
Air Travel reimbursement and/or dollar limit to same:		Number of miles to airport from event:	
Reimbursement Timeframe: Will a check for all reimbursements be provided at the time of this event or before?		Can you provide Mimi with a six foot table for CBE resources in lecture room at no cost?	
Housing provided? If so, where? Will she have her own bedroom? May Mimi's husband join her?		Can Mimi use PowerPoint? Will you have a screen and projector?	
Are meals provided?		Would Mimi be free to speak for other groups during her free time?	
Airport transportation provided? If so, will someone be meeting Mimi at the airport? If no, will you reimburse cost of taxi? If travel requires a visa, will you cover this expense as well?		Powerpoint Presentations? Can you provide any of the following: Screen, Projector, Laptop? If so, is there a cost?	
Can you pay by check, in US funds?			

Other Concerns: Mimi is allergic to cats, horses and most dogs. Any effort you can make to keep her away from these would be greatly appreciated.

1. Please provide a full description of Mimi's role at this event:
2. What do you want Mimi to specifically address at this event?
3. Is there anything else that you want her to know about your event, or that she will need to keep in mind?
4. Will Mimi's lectures be recorded? If so, in what type of media? Will you provide CBE with a copy?
5. Can CBE mention this event in CBE venues?

Per ECFA requirements, all checks (honorariums, travel, food, etc.) are payable to Christians for Biblical Equality. **Please do not make checks out to Mimi Haddad.** CBE's Tax ID Number is: 411599315. Thank you.

Mimi's bio and picture are located here: <http://www.cbeinternational.org/content/dr-mimi-haddad-president>

An electronic signature is valid on this form.

Form completed by: _____

Title: _____

Signature: _____

Date: _____