

Tongela Clark “ The Change Agent”

P O Box 66383

Houston Texas 77266

281-536-7500

EVENT INFORMATION (Please Complete & Return)

Today’s Date:

MINISTRY SCHEDULE			
Date(s) of Ministry:		Service Time(s)	
Time requested for ministry:			
What is your time zone?		<i>(i.e. CST, EST, MST, PST)</i>	
What “type” of service(s)?		<i>(i.e. revival, conference, regular service)</i>	
Theme Name (if any):			
Other guest speakers and their ministry time(s):			
What type of advertising will you do:			
For advertising purposes, will you be charging a registration fee?		How much?	\$
What guest ministries have ministered at your church in the past?			
What is your Honorarium or Budget Amount for Tongela Clark / Speaker for this event?	Notes:		

MEETING FACILITIES			
Host Church/Organization:		Telephone No.	
Mailing Address:			
Meeting Coordinator		Work No.	
Home Telephone Number		Mobile Number	
Fax Number		Email Address	
Pastor/Host:			

MEETING FACILITIES (cont.)

Spouse's Name:					
Location of meeting <i>if different</i> from above:					
Address:					
Telephone No.		Fax Number			
Expected attendance for your event:		Occupancy of facility:			
Average number of people who attend a Sunday morning service:		Mid-week service night:		Average mid-week attendance:	

AIRPORT INFORMATION (if applicable)

Nearest airport to your location:			
Distance from airport to hotel:			
Distance from hotel to event/church:			
Distance from event/church to airport:			

TRANSPORTATION (if applicable)

Who will greet and pick up Tongela Clark & her assistant from the airport?			
What is their mobile number?			

AUDIO/VIDEO

Will the services be recorded?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the services be videoed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please provide an audiocassette and/or CD & a videocassette immediately following the meeting. Mail to: Tongela Clark "The Change Agent" P O Box 66383 Houston Texas 77266			

PRODUCT MINISTRY

Will we be permitted to sell our tapes before & after service(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
May we have two (1) 6' or 8' tables to display & sell our literature and ministry products?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If needed, can you provide a volunteer to help work the table?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE RETURN THIS FORM VIA EMAIL: booking@tongela.com