

## GUEST SPEAKER MEDIA REQUIREMENT FORM

Please fill out this information form and return it to us at least 2 weeks prior to the event date so we may serve you and the ministries involved more efficiently, with the goal to accomplish God's purposes together.

### 1. Your Information:

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date(s) of Event at Maranatha (Month/Day/Year): \_\_\_\_\_

Your Phone Number: \_\_\_\_\_

Emergency Contact Name/Number: \_\_\_\_\_

Your Mailing Address: \_\_\_\_\_

### Biographical Sketch and Publicity Photo

If available, please provide us with a one page biographical sketch, along with a (publicity) photo and email them to [mbc@stny.rr.com](mailto:mbc@stny.rr.com) or by one of the other contact methods listed below.

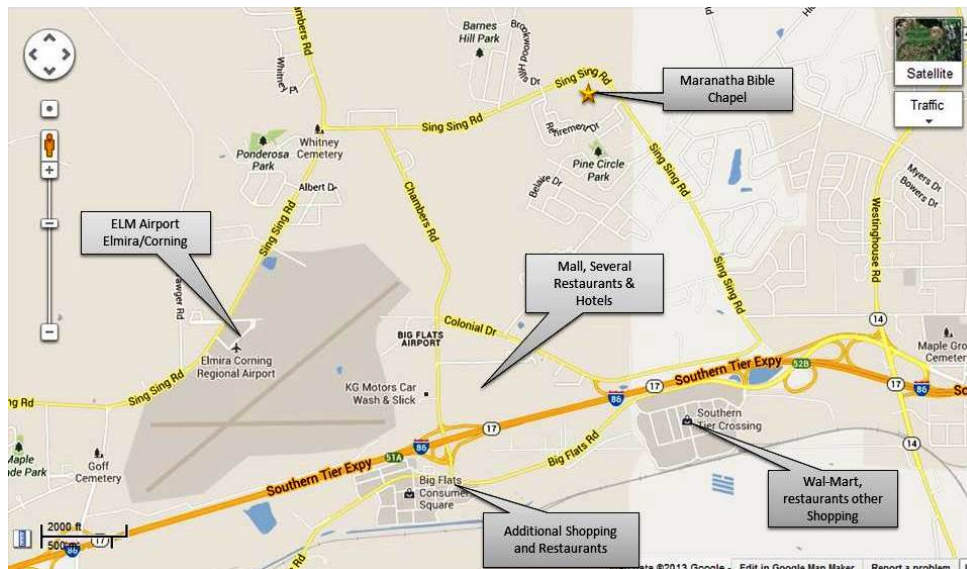
### 2. Travel and Additional Information

How are you arriving? Car \_\_\_ Plane \_\_\_

My arrival date/time to Horseheads. \_\_\_\_\_

My departure date/time from Horseheads. \_\_\_\_\_

Special Travel Needs:



**3. Presentation Needs (Power Point, DVD, Special Audio, Handouts, etc.):**

Please describe any technical requirements that you will need for your presentation.

(For example; PowerPoint, Projectors, Microphones, Remotes, and Audio/Video Files/Media)

***\*Please Send Presentation Material to Maranatha at least 1 week prior to event.***

***Please return this completed form a minimum of 2 weeks prior to date of event by one of these methods:***

Email: [mbc@stny.rr.com](mailto:mbc@stny.rr.com)

Fax: (607) 739-333

Mail: Maranatha Bible Chapel

774 Sing Sing Rd

Horseheads, NY 14845

*Thank You and we look forward to seeing how God will use us all to accomplish His purposes.*

*For questions, please contact Sharon Smallcomb at [mbc@stny.rr.com](mailto:mbc@stny.rr.com) or (607) 739-7168.*

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***Maranatha Office Use:***

- Bio Received
- Presentation Material Received and Conveyed
- Promotions Established

Notes: