



# Invitation Request Form

## Rev. Eustacia Moffett-Marshall

Requested Date of Service: \_\_\_\_\_ Event Purpose: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Event Location: \_\_\_\_\_

**Event: (Please Check Appropriate Box)**

Conference	<input type="checkbox"/>	Assembly	<input type="checkbox"/>	Revival	<input type="checkbox"/>
Anniversary	<input type="checkbox"/>	Regular Worship Service	<input type="checkbox"/>	Seminar/Workshop	<input type="checkbox"/>
Small Group	<input type="checkbox"/>	Other	_____		

Is there a theme and/or scripture? Yes  No  If so, what is it? \_\_\_\_\_

Is the event open to the public? Yes  No  Expected attendance? \_\_\_\_\_

Will there be other speakers at this event? Yes  No

Is a draft of your event program/schedule available? Yes  No

What type of promotion/advertising will be done for this event? \_\_\_\_\_  
(Please mail, fax or email a copy of the program and/or any promotion materials to C.N. Jenkins)

Are any special activities planned after your event? Yes  No

If so, please describe: \_\_\_\_\_

**Host Information:**

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Event Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Is permission requested to record in any of the following formats?

Video  Audio  CD  Other

Is permission granted to display and offer our tapes/books? Yes  No

Is volunteer assistance available from the Sponsor to assist with such display? Yes   
No

**Travel/Lodge Accommodations and Honorarium Information :**

**Travel:** \_\_\_\_\_ Arranged/Paid by Sponsor \_\_\_\_\_ Arranged/Reimbursed to Speaker

Air  Train  Auto

**Hotel:** \_\_\_\_\_ Arranged/Paid by Sponsor \_\_\_\_\_ Arranged/Reimbursed to Speaker

**Honorarium Amount:** \$ \_\_\_\_\_ (Honorarium/expenses accepted at time of service, thank you.)

Thank you for completing this form completely. Please mail or fax it as soon as possible to:

**C.N. Jenkins Memorial Presbyterian Church, 1421 Statesville Ave., Charlotte, NC 28206**  
**Fax:** (704) 332-3242 **Email:** admin2@cnjenkins.org **Web site:** www.cnjenkins.org