



Thank you for booking Dr. Debra B. Morton as your special guest speaker. Please complete the below form in its entirety (if applicable) and return to [jmiller@gssmin.org](mailto:jmiller@gssmin.org) or via fax to 504-240-2528. Upon receipt of a completed form, we will contact you to relay Dr. Morton's availability. Upon acceptance of the engagement, a flight quote will be sent to you. If agreed upon, the flight will be booked and payment will have to be remitted within 24 hours to avoid higher expenses of a last minute booking. Please note **50% of the budgeted honorarium is required One (1) Week prior to the engagement. Remit balance day of engagement.** Promotional materials will be emailed.

Today's Date: \_\_\_\_\_ Event Title: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Host Ministry/Organization: \_\_\_\_\_  
Senior Pastor/Host: \_\_\_\_\_ Spouse (if applicable): \_\_\_\_\_  
Ministry/Organization Address: \_\_\_\_\_ City/State: \_\_\_\_\_  
Event Address: \_\_\_\_\_ City/State: \_\_\_\_\_  
Coordinator: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Time of Event: \_\_\_\_\_  
Attire: ☐ Church ☐ Casual ☐ Other \_\_\_\_\_  
  
Theme: \_\_\_\_\_ Theme Scripture: \_\_\_\_\_  
Expected Attendance: \_\_\_\_\_ Other Special Guests Participating: \_\_\_\_\_  
Allotted Speaking Time for Dr. Morton: \_\_\_\_\_ Proposed Honorarium (\$2,500-\$15,000): \_\_\_\_\_

**Accommodations** *(Preference: 4 or 5 - Star Hotel)*

Hotel: \_\_\_\_\_  
Hotel Address: \_\_\_\_\_ Hotel Phone Number: \_\_\_\_\_  
Ground Transportation Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Host Ministry

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Debra B. Morton

\_\_\_\_\_  
Date

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