



MEETING REQUEST FORM

Thank you for your interest in having **Kylie Oaks Gatewood** speak at your church or event. This form is used to determine whether a meeting can be confirmed. After we review this form, we will promptly inform you concerning your request. To serve you better, please fill out this form completely and return as soon as possible to **Shannon Phillips** at **shannon@kyliegatewood.com**

MINISTRY INFORMATION

Name & Address of Church (Auditorium or Organization)

Pastor's Name	Contact Number
Church Name	
Street Address	City/State Zip
Church Website	Church Phone
Fax	Office Hours

CONTACT INFORMATION

Contact Person	Work Phone	
Home Phone	Cell Phone	Email

MEETING INFORMATION

Name or Type of Meeting/Event			
Sponsored By			
Expected Attendance	Date(s) of Meeting		
Requested Speaking Dates and Times			
Options 1 st	2 nd	3 rd	
Has Kylie ever ministered for you before?	Yes	No	Dress Code for this meeting: <input type="checkbox"/> Dressy <input type="checkbox"/> Business <input type="checkbox"/> Casual <input type="checkbox"/> Jeans

LOCATION OF MEETING

Street Address	City/State	Zip
Mailing/Shipping Address	City/State	Zip

HOTEL ACCOMMODATIONS

Do you agree to pay for two hotel rooms (3-Star or better)? Yes No

AIR TRAVEL

Do you agree to pay for two economy-class airline tickets? Yes No

PRODUCT SUPPORT

May Kylie Gatewood Min bring product for sale?	aYes <input type="checkbox"/> No
May Kylie promote her products for sale?	Yes <input type="checkbox"/> No
Can someone assist or manage KGM Book Table ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

FINANCIAL INFORMATION

There is no charge for ministry, but if a free will offering or honorarium is offered, please make checks payable to:
Kylie Gatewood Ministries - Memo: Honorarium
Air expense reimbursement checks are to be made payable to and should be separate from the honorarium or offering:
Kylie Gatewood Ministries - Memo: Travel

If there are any details that have not been covered by the Meeting Request Form that you would like us to be aware of, please don't hesitate to contact us.
Kylie Gatewood Ministries ■ 16708 E. 96th St N. Owasso, OK 74055 ■ (479) 721-0031 ■ shannon@kyliegatewood.com