

Proposed Speaking Engagement: Professor Donald Lewis

Information Form (Local Event)

It will greatly help me if you can complete this form as fully as possible!

Overall title and/or description of the event:
Venue for the event (including address):
Date(s) and timing of the event:
Breakdown of the event (How many talks? Start and finish times? Balance of talk/Q&A?)
How many people do you expect to attend, and what is the age-range?
Any other relevant information about the event?

If the topic is “Christian Zionism,” will the listeners be likely to be largely secular, Jewish, Muslim or Christian? (Helpful for me in knowing where the audience is coming from and how to prepare!)

My needs as a speaker (please indicate any problem with any item):

- Robust lectern for my notes, set high so that I do not need to lose eye-contact with the audience.
- Microphone (preferably not fixed, but lapel-mike or similar).
- PowerPoint capability (Mac).
- Clicker for running the PowerPoint slides.
- Laser pointer.

Are you willing and able to cover reasonable travel expenses for this event (a per KM rate and any meals needed)?

Are you happy with giving any honorarium for this event to Regent College?

If this charity makes you uncomfortable, is there another charity you would prefer to contribute to? (For the sake of my Jewish, Muslim and secular friends who are not comfortable with giving to a Christian charity?)

(For guidance on honoraria, see my website under "Ask Me to Speak").

Explanatory comments concerning the proposed honorarium (if you are proposing a lower than normal fee):

Name of my main contact person for the event:

Their Telephone #:

Their Email:

Please provide detailed travel directions to the event venue: