

Requests for Upcoming Presentation by Ron J. Lint, Christian Apologist

Your help is requested in the preparation for my upcoming presentation. I very much appreciate being asked to speak before your group, and I, like you, want the experience to be extremely meaningful for the participants. With that in mind, your assistance is requested in providing the following basic production set up:

- I will be giving a Power Point Presentation using my laptop. Please provide a table or podium in the front of the room that allows sufficient room for a lap top and notes.
- Please provide a large screen behind me (in the front of the room) for projection of the Power Point. Please position the screen so that I do not block it from my base speaking position.
- I will need to be able to run the Power Point from my laptop while facing the audience; therefore, the podium must be directly wired to the projector.
- Please check out all needed electrical connections in advance. Make sure that I can plug in my laptop, and if needed, my projector.
- Please let me know in advance if you will be providing the projector or if I should bring my own.
- Please provide a wireless, lapel microphone. It is always a good idea to test the sound system well in advance of the presentation.
- Please check out the lighting to insure that the speaker's face is not shadowed in front or on either side. Please check this out in advance.
- If I am to provide handouts, I will get an electronic version to you in advance and ask that you print them out and have available for the participants. Please print out all handouts in color. The participants will show much more interest in a color document.
- I will provide an appropriate introduction for the program and for me – please chose the appropriate person to make the introduction. I will also provide my full Professional Bio.
- ADVERTISING:** Please advertise the program aggressively. A good turnout is a worthy goal.
- TRAVEL:** I request reimbursement for all ordinary travel expenses. I will make my own air travel arrangements. I would appreciate a recommendation for a hotel. Often I will be traveling on multiple trips, as opposed to coming directly from home base. In such cases, I will obtain the price (actual quote) of roundtrip air travel from my home base (Denver, CO) and submit that with my expenses. I have found this to be a fair way to handle travel expense. No matter where I happen to be, everyone pays the same for my travel. If a church, and you wish to take up a special offering to pay for my expenses, that is perfectly acceptable. Often my wife will travel with me; I will cover her expenses.

It is a pleasure and honor to work with you to produce a highly successful program. Thank you for asking me to be part of your program. A God-honoring and professional program is our goal.

Please acknowledge this planning document and your acceptance of the terms by signing a copy and returning it to me prior to the time I make travel arrangements.

Program Sponsor _____ Date _____

Program Name/Description: _____

Program Location _____ Date/Time _____