



*Jessie Seneca, helping to transform lives one Word at a time*

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1647 Woodfield Drive  
Bethlehem, PA 18015  
telephone: 610.216.2730/fax: 610.866.6902  
[www.moreofhimministries.org](http://www.moreofhimministries.org)

**Event**

Date(s) and time(s) of event \_\_\_\_\_

How many sessions scheduled? \_\_\_\_\_ How long per session? \_\_\_\_\_

What is the theme or topic selected? \_\_\_\_\_

**Contact info:**

Name \_\_\_\_\_

Title/Position in Leadership \_\_\_\_\_

Sponsor (Church or Organization) \_\_\_\_\_

Street Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Contact Phone, Fax, Email \_\_\_\_\_

**Location of Event** (if other than church)

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Capacity of venue** (expected attendance) \_\_\_\_\_

What is your goal for this event? What would you like to accomplish?  
\_\_\_\_\_  
\_\_\_\_\_

**Honorarium:** All expenses and honorariums are prayerfully considered since Jessie is in full-time ministry. Jessie's honorarium is a faith based honorarium. Please contact Jessie to discuss honorarium.

**Expenses:**

Agreed Budget: \_\_\_\_\_ + Travel Expenses \_\_\_\_\_ + Airfare: \_\_\_\_\_

(Airfare, airport parking, travel expenses and hotel are in addition to honorarium, covered by host group)

Flight Information: \_\_\_\_\_

***(NOTE: If Jessie takes care of airfare, you are required to supply Jessie with the funds for flights prior to booking flight. (If Event is cancelled, Organizer will be responsible to pay cancellation fees for flight.)***

**Accommodations:**

Location of Hotel, Retreat or Conference Center, Conference #, etc.  
\_\_\_\_\_

**Checks should be made out to:** Jessie Seneca

**Prayerfully submitted and agreed upon by:** \_\_\_\_\_

***(Please fill out one copy for your records, returning one copy to our office.)  
Jessie Seneca, 1647 Woodfield Dr. Bethlehem, Pa 18015 or fax to 610.866.6902***