

MINISTRATION SCHEDULE

Church/Ministry	
Senior Minister's name	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Organisation/Church Address	
Organisation's Website	
Types of Event e.g. conference, service, seminar	
Date (s) of Meeting	
Time (s) of Meeting	
Venue of Meeting	
Scheduled/Actual Speaking/Ministering Time (s)	
Theme/Topic/Subject Matter	
Expected Attendance Number	
Parking Facilities	
Resources Available OHP Flip Chart, Video Projector etc.	
Book Table Provided	
Type of Accommodation Provided	
Details of Accommodation	

Provided (Hotel name, phone number etc.)	
Media Requirements e.g. Photo and Biography	
Additional Information	