

Thank you very much for your request to have Jeanne minister at your upcoming event. Jeanne considers it a huge honor that you would consider her. Please allow me to outline below some important information that will better clarify this process.

***How often does Jeanne speak “out of house?”***

Jeanne will only allow herself to speak out of house twice a month. Some months she is only able to be away one time a month. Though she enjoys ministering with other ministries, her heart remains consistently at the local level.

***How does Jeanne determine whether or not she is able to commit to speaking at an event?***

**Schedule:**

Jeanne’s prioritizes her life and commitments as follows:

1. God
2. Family
3. Her role as the Director of Youth and Young Adult Ministry at Victory World Church
4. Her role as President of Youth Leader’s Coach
5. Once she is able to fulfill her commitments in these areas, then she allows herself to minister at other locations. She is most honored you would consider having her.

**Nature of Event:**

Because Jeanne is not able to travel frequently, she must be very discerning as to which events she feels the Lord directing her to. At this point in her life she feels called to ministering at Youth Leaders and Youth Events only. You are welcome to submit your request for her to speak at an event whose audience is not such, but please know that many times she is not able to say yes due to her schedule and what she feels to be her “life mission” at this point.

***If I am requesting Jeanne to speak at a youth event, would she be open to speaking to the youth leaders in a workshop setting as well?***

YES! Many times when she agrees to speak at a youth event, she requests a minimum of an hour be scheduled in with just the youth leaders. Please indicate whether or not this will be possible.

Please be as thorough as possible as you fill out the attached 2 pages. The more information you provide and the more specific you are the better. I am here to serve you in any way possible. Please contact me if you have any questions or need assistance in any way.

Thank you again for your request. Jeanne is very honored that you would consider her!

Blessings,

Heather Tardo  
Executive Assistant to Jeanne Mayo  
Youth Leader’s Coach

Contact Info: **Youth Leader’s Coach**  
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**CONTACT INFORMATION:**

Today's Date:

Organization / Ministry:

Director / Pastor:

Assistant:

Your Point Person with this event:

Address:

City:

State:

Zip:

E-mail:

Telephone:

Fax:

Cell:

Event Website (if applicable):

**EVENT INFORMATION:**

Name of Event:

Date(s) of Event:

Event Location:

What is the purpose of your event?

What is the closest airport to your event?

How far is the airport from your event?

What is the expected size and demographics of your audience?

Pastors:

Other:

Youth Pastors:

Teenagers:

Total Attendance:

If you hosted this event in the past, what was the attendance?

Who have been your speakers in the past?

What other speakers / performers have you invited to this event?

### **SPEAKING INFORMATION**

In what capacity would you like Jeanne to minister (ie: General session speaker, workshop, etc)?

What are the dates and times that Jeanne would be ministering?

When would Jeanne need to arrive?

Is there any particular theme for your event?

Is there any specific topic you request that Jeanne speak on?

### **FINANCIAL INFORMATION:**

#### **Traveling:**

We request that airfare (coach class) and luggage fees for Jeanne and an assistant be provided by the host of the event. Would this be a problem? \_\_\_\_\_

#### **Lodging / Food:**

We request that a hotel room be provided for Jeanne and her assistant (if assistant is female – one room with 2 beds is fine. If assistant is male, 2 hotel rooms would obviously be needed). The host would also be responsible for all meals for Jeanne and her assistant from the time they would arrive until the time they depart.

Would this be a problem? \_\_\_\_\_

#### **Honorarium:**

While many speakers have set honorariums, Jeanne does not have a set honorarium. Please know that she does not base her decision around the size of her honorarium. Please indicate the honorarium that you have allowed for Jeanne in your budget:

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**\*\*\* PLEASE MAKE ALL HONORARIUM CHECKS  
PAYABLE TO: YOUTH LEADER'S COACH.**

**PRODUCT / RESOURCES**

We would request that (1) 8 Ft table be made available for the sale of Jeanne's resources. Would this be possible? \_\_\_\_\_

**MEDIA INFORMATION**

1. Will we be able to use media in the service (video, background music, full screen slides)?
2. Do you use a MAC or PC?
3. What format of media will be acceptable for videos (DVD or Digital)?
  - \* If digital, is there a preferred file format? Size limit?
4. What format of media will be acceptable for background music (iPod or CD)?
5. What is the aspect ratio of your screens?

***Thank you for providing us with the above information. Please mail, e-mail, or fax this request back to our offices. You will find all contact information on the cover letter.***