



Speaking Engagement Request Form
Rev. Richard Gaines, Senior Pastor
Consolidated Baptist Church
1625 Russell Cave Road
Lexington, KY 40505

Thank you kindly for your invitation for Pastor Richard Gaines to share in ministry with you.
Please complete this form and return it as soon as possible via E-mail to
micah.gaines@consolidatedbaptist.org.

1. Name of inviting Church or Organization:
2. Full Address of inviting Church or Organization:
3. Name of Pastor of inviting Church or Name of Executive Director of Organization:
4. Name of person extending invitation on behalf of the church/organization and contact number:
5. What is the Occasion? (ex. Revival, Pastor's Anniversary, etc)
6. Date(s) of event:
7. Time of event: (*For multiple services, please list them all.)
8. Are you requesting Rev. Gaines to speak, teach or preach?
9. Is there a theme? If so, what is it & what is the Scripture reference?
10. How long is Rev. Gaines being asked to speak/teach/preach?
11. What is the audience makeup (ex. Congregants, ministers, church leadership, men, etc)?
12. Attire: (ex. Casual, Business Casual or Church)
13. Location where event will be held (if different from address above):
14. For air travel – ground transportation:
Contact name and Cell number of person providing ground transportation:
15. Hotel accommodations:
Name:
Address:
Phone Number:
Confirmation Number:
16. Pastor Gaines's airline reservations will be made by his office. Please provide name, fax number or email address of person to forward itinerary/receipt.
17. Name of the nearest Airport: