



Event Request Form

This Event Request Form helps confirm availability and assess needs, and is therefore **not a contract**. You will be contacted within three business days to confirm booking arrangements.

Contact Information:

Name: _____ Position/Title: _____

Name of Church / Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Phone (day): _____ Phone (mobile): _____

Fax: _____ E-mail: _____

Website of Church / Organization: _____

Event Information:

Proposed Event Date(s) and Time(s): _____

Location of Event: _____

Type of Event (*i.e.* women's retreat, prayer luncheon, mission conference, Bible study, etc.):

Topic(s) to address (*i.e.* leadership, missions, women in ministry, discipleship, etc.):

Assessment Questions:

Approximately how many sessions will Donna lead? _____

Length of each session _____ (Attach proposed agenda, if available.)

Event theme (*i.e.*, evangelism, discipleship, leadership training, missionary work, etc.) (attach promotional flyer, if available):

Event's central Scripture passage: _____



What is the primary goal of your event?

What is the primary message you desire to convey?

Approximate size of group _____

Who will be the target audience? (check all that apply)

Sr. High
College age students
Adults

What will be the cultural/ethnic mix in your audience? _____

Who will comprise the majority of the target audience (women in ministry, missionaries, educators, business professionals, etc.)? _____

How did you find out about Donna and Artesian Ministries?

Additional Information:

NOTE: Once we receive this completed Event Request Form, we will contact you within three business days of receipt. **Returning this form does not constitute a binding contract.** Thank you considering Donna for your upcoming event and the privilege to minister alongside you in Christ's name.

Please return to:
Artesian Ministries, P.O. Box 963, Spring, TX 77383
or by email to: luannewalling@artesianministries.org