



## EVENT INFORMATION FORM

Thank you for inviting Sula Skiles to speak! Please complete this form to help Sula prepare for your event. There are no right or wrong answers. Feel free to skip the questions that don't apply or give more detail later as it becomes available in your planning.

### CONTACT INFO

Web: [www.SulaSkiles.com](http://www.SulaSkiles.com)  
Office: 888-727-3357 Ex. 701  
Email: [sulas@impactlifechurch.us](mailto:sulas@impactlifechurch.us)  
Instagram: @SulaSkiles  
Facebook: @1SulaSkiles  
Mailing Address: 1021 US HWY 98 Destin, FL 32541

### EVENT INFORMATION

1. Name of Organization, Ministry or Business:
2. (If Applicable) Lead Pastor Name: \_\_\_\_\_ Spouse Name: \_\_\_\_\_
3. Name of Conference or Event:
4. Event Theme/Vision:
5. Date(s) of Event:
6. Event Address:
7. Event Coordinator Name:
8. Event Coordinator Cell: \_\_\_\_\_ Email: \_\_\_\_\_
9. Names of other Invited Speakers:
10. Event Website:
11. Will this event be covered by the Media (i.e. on Television, Newspaper, Magazine Article)?
12. Will the service or event be available on live stream?
13. Live stream website address if different from event website:

### SPEAKER NOTES/PRESENTATION

1. Will you have a media screen for your event?
2. Are presentation notes needed for this speaking engagement?
3. What is the deadline for notes &/or scriptures to be submitted?
4. Email address for submission of Sula's notes?
5. Anything else you need Sula to know about the presentation?



### **SPEAKING TIMES**

1. How many times would you like Sula to Speak?
2. What is the speaking duration (i.e. 30min-1hr)?
3. Are there different Themes or Topics for each session/speaking time?
4. Any specifics for the conclusion of the sessions/services after Sula Speaks?

### **BOOK TABLE**

1. Is a book table available?
2. What is the approximate attendance of the event, so we can send an appropriate amount of books?
3. Shipping address & product instructions?
4. Is there a volunteer available to work Sula's Book Table?

### **HOTEL INFORMATION**

1. Hotel Name:
2. Check In Date:                      Check Out Date:
3. Hotel Address:
4. Local Hotel Phone:
5. Hotel Confirmation Number:
6. Any additional hotel info?

### **TRAVEL INFORMATION**

1. Please purchase a roundtrip ticket out of one of the following airports:  
Fort Walton Beach (VPS) or Panama City Beach (ECP)
2. Who will pick Sula up from the airport? Name:                      Cell:
3. Please email the flight confirmation to [sulas@impactlifechurch.us](mailto:sulas@impactlifechurch.us)
4. Any additional travel information?

Please have women or a married couple pick up Sula at the airport. Please do not send men only. If the speaking engagement is driving distance and Sula drives her vehicle, allowable reimbursement is \$.55 per mile round trip.

**Is there any additional information that you would like Sula to know about your event?**