



## JBM MEETING INFORMATION AND SPEAKING AGREEMENT SHEET

Janet Boynes  
P.O. Box 2253  
Maple Grove, MN

### CHURCH / MINISTRY INFORMATION

Name of Church: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Pastor/ Head of Ministry: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cellular Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Church/ Ministry Seating Capacity: \_\_\_\_\_ Average Attendance: \_\_\_\_\_

Who is Your Covering: \_\_\_\_\_ Length of Ministry's Existence: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Location of the Event (if different from the church): \_\_\_\_\_

Address of Event: \_\_\_\_\_

Meeting Theme and Purpose: \_\_\_\_\_

Number of Sessions Per Day: \_\_\_\_\_

Special Luncheon or Other Events: \_\_\_\_\_

Please list the additional speakers at this event: \_\_\_\_\_

Will the service be streamed? (Viewed via the Internet) Yes  No

Date(s) Janet Boynes will speak: \_\_\_\_\_ Time(s) Janet Boynes will speak: \_\_\_\_\_

## **SERVICE TAPES**

Upon completion of service, we request the following copies of all services where Janet Boynes ministers:

- One (1) CD copy
- One (1) DVD copy
- Two (2) audio copies

**Please forward all copies to the address listed below:**

**JBM  
P.O. Box 2253  
Maple Grove, MN 55311**

Will you be willing to provide the copies listed above?

Yes  No

## **HOTEL AND LODGE**

**Your ministry will be responsible for arranging hotel and lodge throughout the duration of her stay for your event.** Yes  No

## **TRANSPORTATION**

**Janet Boynes will not be responsible for arranging her own air and ground transportation throughout the duration of her stay with your ministry. Please provide assistance in this area. Sending a representative to the airport will be necessary.**

## **BOOK AND TAPE SALES**

Janet Boynes usually has a supply of books, cassettes and videotape available for sale. Could you provide two (1) six (6) or eight (8) foot table to display them? Yes  No

If necessary, will a representative be available to assist in selling these items?

Yes  No  Name: \_\_\_\_\_

Day Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_

The books and tapes may be mailed to your church prior to Janet Boynes arrival. Upon closing of the engagement, will your representative be available to assist in mailing the remaining books and tapes back? Yes  No

## HONORARIUM

The check should be made payable to **Janet Boynes Ministries** only.  
(Taxpayer ID number upon request)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Pastor/Head of Ministry

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Upon completion of this form, please e-mail to the attention of Janet Boynes  
[janet@janetboynesministries.com](mailto:janet@janetboynesministries.com)

## CONTACT INFORMATION

**Primary Contact:**

**Alciona Rivera/Assistant**  
**P.O. Box 2253**  
**Maple Grove, MN 55311**  
**Office: 763-488-7864**  
**E-mail: [info@janetboynesministries.com](mailto:info@janetboynesministries.com)**

**Please keep this for your records.**

**Respectfully,**  
**Janet Boynes Ministries**