

Speaking Engagements Request:

1. Who will sponsor the event?
2. How many times would you like Kelly to speak?
3. How long should he plan to speak for each message?
4. What topics would you like Kelly to address? Is he free to pick the subject?
5. Who will the listeners be (e.g., pastors, scholars, lay leaders, etc.)?
6. How many listeners do you expect to attend?
7. Where is the location of the event?
8. When do you expect Kelly to arrive at your location? When will he depart?
9. What will the honorarium be for this speaking event/series?
10. Will you be covering all of Kelly's travel expenses (i.e., airfare, lodging, meals, rental car)?