



Thank you for your interest in having Robert J. Morgan as a speaker / teacher for your event! Pastor Morgan truly enjoys traveling and speaking, but has limited availability. Please submit your request as far in advance as possible.

We're often asked what Pastor Morgan requires or requests for speaking / teaching, so we've outlined this information below.

Preliminary Information:

- After reading this document, please fill out the request form located here: robertjmorgan.com/booking if you have not already.
- Pastor Morgan's travel expenses, including airfare or mileage, hotel, meals, and other miscellaneous possible expenses (car rental, parking, etc.), are to be reimbursed.
- If a flight is necessary, Pastor Morgan's assistant, Sherry Anderson, can make those arrangements, and will send his itinerary and receipt to a contact of your choice upon booking.
- All reimbursements should be made to Robert J. Morgan Ministries and sent to the attention of Sherry Anderson at the address below. Sherry will attach a W-9 when sending the invoice for your end-of-year tax records.



Options:

- There is no set or required honorarium, but please keep in mind Pastor Morgan's ability to travel and speak does depend on such donations. Robert J. Morgan Ministries—Pastor Morgan's 401(c)3 nonprofit—usually receives anywhere between \$1,200 and \$5,000 per event.
- Pastor Morgan has written many books. While not required, most venues welcome a book table to be set out.
 - To discuss what books and the best arrangements to have them available, please email news@robertjmorgan.com.
 - If you have a bookstore and would prefer ordering and selling his books through your organization, you may send an email to news@robertjmorgan.com and we're happy to point you to the right publishers for ordering.
 - It's extremely helpful if your organization can supply 1-3 volunteers (depending on the size of the audience) to handle transactions.
 - Pastor Morgan's organization supplies a cash box / credit card processing technology.
 - If time and the situation permits, Pastor Morgan is willing to meet attendees and sign / personalize books.