



Event Information Request Form

Thanks for getting in touch with us to inquire about arranging an event in your community. The following information request form will help us work with you to organize a meaningful event. Once we receive the form from you, a member of the 2FP team will be in touch within the week.

Your Name:	
Address:	
Phone Number:	
Email address:	
Organizational affiliation:	
Please tell us about the type of event you have in mind. Who would attend? Where would the event be held? What would be the goal of the event?	
Does your organization have the financial ability to cover travel expenses for 2FP staff, as well as an honorarium? (see below)	

Do you have a particular date in mind for the event?	
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Information:

Honorarium: We suggest a \$500 donation to the Two Futures Project for a one-day speaking commitment. Because money is not the determining factor in spreading the 2FP message, this donation is negotiable when organizational resources don't permit it.

Travel: Tyler needs to have all travel, housing, meals, and expenses paid for. We are happy to make the necessary travel arrangements but would appreciate the designation of a contact person within your organization to help coordinate logistics. If you chose to arrange travel, housing, etc., we request that you coordinate with the 2FP team and exercise frugality - Tyler does not require fancy hotels or restaurants. Sharing the message and building the movement is the most important goal of each speaking engagement.

Logistical Needs:

Materials – In order to help 2FP build our network, we request that pledge cards be placed on seats in the venue prior to the event. We also request a display table for educational materials like postcards, pledge cards, literature, DVDs, and t-shirts. Typically, we will ship these items to the designated contact person and venue in advance, and request that excess materials be shipped back to the following address with postage due:

Amanda Kreps-Long, Fourth Freedom Forum, 803 N. Main St., Goshen, IN 46528

Speaking – Tyler usually uses DVD clips in his presentation, and would need a digital projector if possible.

Publicity – The Two Futures Project team can provide materials and staff coordination to help promote your event. If appropriate, we will send out press releases or other types of local community/media outreach. Our Campaign Manager will contact you several weeks prior to the event to offer assistance with a publicity plan.

Signature: _____ Date: _____

Upon completion, please fax or email this form to:
Amanda Kreps-Long
T: 574-534-3402 x10
F: 574-534-4937
amanda@twofuturesproject.org