



Dr. Samuel M. Huddleston

6051 S. Watt Ave. Sacramento, CA
95829

P: 916-503-2855

E: cblair@agncn.org

W: samhuddleston.com

confirmation agreement

date(s)

time(s)

purpose/theme

event

organization

contact person

phone

email

address

event location

dress code

special instructions

hotel confirmation

hotel location

hotel phone



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arrangements

When this agreement is received your event(s)/service will be confirmed as scheduled. Please make sure you return this request form in ample time to prepare.

The following requests help Dr. Huddleston to prepare for your event:

- Please have someone scheduled to meet Dr. Huddleston when he arrives who can acquaint him with your facility, staff and accommodations if necessary.
- Please indicate the length of Dr. Huddleston’s portion of the service and any expectations you may have of his ministry.
- Dr. Huddleston’s ministry makes teaching and educational products available to attendees, to expedite set-up please have a table available by the time of arrival.
- Dr. Huddleston uses media (powerpoint/video) as a tool to engage his listeners. Is your church/event room equipped to handle this request?

Yes _____ No _____

- If available, Dr. Huddleston prefers a headset or lapel microphone.

Dr. Huddleston never requires a set amount in regards to an honorarium. We ask that you cover his travel expenses and honor him to the level you are able. Please make checks payable to Assemblies of God . **Note: Dr. Huddleston’s assistant will book his flight, the invoice will be emailed to the person of contact to be reimbursed.*

Anything we missed? _____
