



Thank you for your interest in having Boundless Sisterhood speak at your event!

We have created this information packet to guide you every step of the way in the planning process, and we have made it as easy as 1-2-3...

Step 1 – Speaking Inquiry

This form helps Boundless Sisterhood catch the vision for what you have in mind for your event, and allows us to check our calendar for availability on the date(s) you are requesting. Please submit this form as soon as possible since Boundless Sisterhood's calendar often fills up 6-12 months in advance. Once a speaking inquiry is received, we will respond within 2 business days. Once an agreement is reached, we will then move on to...

Step 2 – Speaking Contract

This form outlines the details of the working relationship between the speaker(s) and the hosting organization to avoid surprises and miscommunication. Once we receive your signed contract and deposit, we will sign and return a copy to you and your event dates are guaranteed (or secured). A sample contract is included in this packet for your review.

Step 3 – Final Arrangements Form

The information gathered on this form allows us to make final preparations for your event. We recommend you submit this form as early as 45 days out, but certainly within 30 days of your event. You will find a sample of this form in this material. Also, included in this packet you will find bio information for the speaker (s) along with the various speaking topics. Please do not hesitate to contact us with further questions or concerns. We are excited and look forward to participating with you in ministry.

Sincerely,

*Boundless
Sisterhood*

Susan K Thayer
Founder of Boundless Sisterhood
And Minister of the Gospel

4701 Stillview Drive
P. 919-699-6691
E. BoundlessSisterhood@gmail.com

W. www.BoundlessSisterhood.com
YouTube Channel:
<https://timyurl.com/boundlessister>



Step 1: Speaking Inquiry

ABOUT YOU:

Church / Organization: _____

Address: _____

Website: _____ Contact Person: _____

Email Address: _____ Office Phone: _____

Cell Phone: _____

ABOUT YOUR EVENT:

Event Date(s):

First Choice: _____ Second Choice: _____ Third Choice: _____

Time(s) of Event: _____ Location: _____

Event Theme / Description: _____

Topic(s) you would like Boundless Sisterhood to present & length of each talk:

ABOUT YOUR AUDIENCE:

Anticipated Audience Size: _____ Gender: _____

Age Range: _____ Marital Status: _____

Your Questions/Comments: _____

Please email this form to: BoundlessSisterhood@gmail.com.

We will respond to your inquiry within 2 business days.

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Step 2: Sample Speaking Contract

AGREEMENT:

This agreement is made on (date), between BOUNDLESS SISTERHOOD 4701 STILLVIEW DRIVE NC 27712 and (name & address of organization) (hereinafter known as "Host") for contracted services of BOUNDLESS SISTERHOOD as event speakers. This contract will be voided if not signed and returned with the deposit required within 14 days.

EVENT:

The Host has confirmed a (description of event) on (date of event), beginning at (time) and ending at (time). Host will provide a detailed agenda of entire event 30 days prior. BOUNDLESS SISTERHOOD is confirmed to speak during the following dates/times:

Date	Begin Time	End Time	Topic
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MONIES:

- Host agrees to pay Speaker a fee of **\$(amount)** plus expenses as outlined below.
- **Deposit:** A non-refundable deposit of 50% is due upon returning this signed contract. This amount will be deducted from the total fee. Please make check payable to BOUNDLESS SISTERHOOD.
- **Travel and lodging expenses:** 2 round trip coach class airfares or mileage at 50 cents per mile, checked baggage fees, lodging, meals, and vehicle transportation to/from airport if applicable.
- **Final Payment:** Remaining 50% of fee will be due at the time services are rendered. Outstanding travel & meal expenses incurred by Speaker are to be reimbursed by Host within 30 days after event.

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MISCELLANEOUS TERMS:

- Host will handle all ticketing and reservations for attendees, as well as travel arrangements for Speaker unless otherwise agreed.
- Host agrees to provide Speaker with a lapel microphone, cordless microphone, video projection for PowerPoint presentations if possible, a podium or music stand for notes, and a water bottle.
- Host agrees to provide two (2) highly-visible cloth-draped tables and three (3) volunteers for Book Table Sales.
- In the event of cancellation by Speaker, all fees paid by Host will be refunded.
- In the event of inclement weather/act of God, the Host will have up to 60 days to schedule a new event date. Any modifications of contract shall be in writing and signed by both parties.

BOUNDLESS SISTERHOOD MINISTRIES

Finance Manager: Bonnie Lee

Date

HOST ORGANIZATION

Name / Title

Date

Please copy for your records and mail with deposit to:

ATTN: Bonnie Lee, Finance Manager • Boundless Sisterhood 4701 Stillview Drive Durham NC 27712



Step 3: Final Arrangements:

SOCIAL MEDIA:

We would love your help spreading the word about the Boundless Sisterhood Conference you are hosting. Please provide 8 to 10 volunteers to assist with Social Media before and after the event.

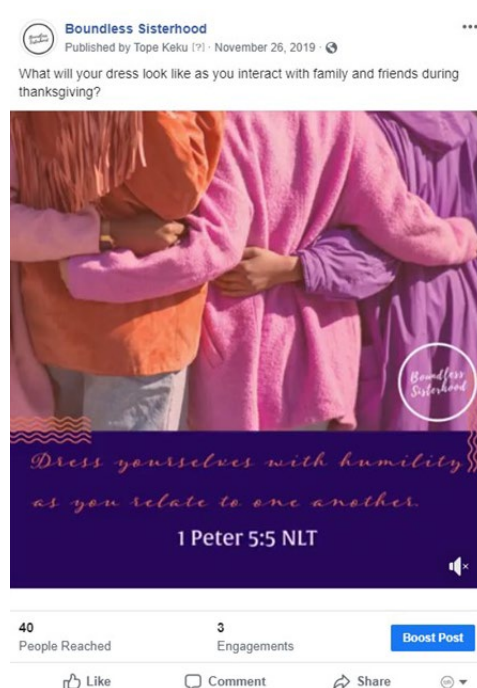
QUICK REFERENCE:

Facebook: @BoundlessSisterhood **Twitter:** Boundless Sisterhood @BoundlessSister

Instagram: @boundlessisterhood

Share/Create personalized posts to inspire friends, co-workers, and family members to attend the Boundless Sisterhood Conference. Do not forget to add; date, time, location, cost and link to register.

Sample posts:



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Additional things to consider:

Try using our interactive hashtags (#BoundlessSisterhood-citystate) in your posts, and make sure to tag BoundlessSisterhood on Facebook (@BoundlessSisterhood), Twitter (@BoundlessSister), and Instagram @boundlessisterhood.

Consider using a photo of your child or family to help boost visibility—a picture is worth a thousand words, and your friends and family are more likely to interact with your post if they see a photo.

Join Boundless Sisterhood’s Facebook page and invite your friends and family to join as well.

Add the Boundless Sisterhoods Facebook frame to your profile photo – tap “Edit” on your profile picture, then tap ‘Add Frame” and search for “BoundlessSisterhood frame.”

Instagram: BoundlessSisterhood

Share photos with friends and tell them why you are excited about attending the Boundless Sisterhood conference. Is it the meaningful stories that you could share from the last Boundless Sisterhood conference you attended, any photographs?

Video:

Instead of writing post after post on your social media forums, consider switching it up! Make a short video showing your excitement for the conference. Most social media browsers will watch a video before they will read a post. It is easier to communicate why you are attending when you are speaking about it – the video makes it more personal.

Hashtags: #BoundlessSisterhood-citystate

EVENT PREPARATION:

Please initial each item to indicate that you will be providing these things:

- _____ Podium or Music Stand for speakers notes
- _____ Please provide 8 to 10 volunteers to assist with Social Media.
- _____ Lapel Microphone / Sound System / hand held Microphone
- _____ Water Bottle
- _____ Video Projector for PowerPoint Presentation (preferred, but optional)
- _____ Screen for PowerPoint Presentation (preferred, but optional)
- _____ Two Cloth-draped Tables (4-6 ft. each) for Books & DVDs
- _____ Three Book Table Volunteers for set up, sales & break down

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Please check one of the following:

- We will be audio taping the event and will need Boundless Sisterhood to sign a release form.
- We will be video taping the event and will need Boundless Sisterhood to sign a release form.
- We will not be audio or video taping.

Final Questions/Comments: _____

THANK YOU! Boundless Sisterhood looks forward to meeting you in person!



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