

# Invitation Form

*Isha Odom is truly honored that you have invited her to speak at your event. Please complete the form and provide as much information as possible. This will assist us in the initial booking process. Please be aware that this serves as an invitation only, NOT a confirmation of appearance; it will merely assist us in making the best decision possible while doing all we can to meet your requested dates. Please answer the following questions and submit this form to our office by fax, mail, or e-mail.*

**ATTENTION:** \_\_\_\_\_

## Basic Information

1) Name of Organization and Person Authorizing Invitation:

\_\_\_\_\_

Physical Address, City, State, and Zip Code:

\_\_\_\_\_

Affiliation: \_\_\_\_\_

2) Website Address: \_\_\_\_\_

3) Service Date(s) & Time(s) you are requesting: \_\_\_\_\_

4) Organization's Phone & Fax Numbers: \_\_\_\_\_/\_\_\_\_\_

5) Name of Contact Person: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

6) Alternative Emergency Contact Person: \_\_\_\_\_

(Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

7) Commercial Airport Nearest to Meeting Location: \_\_\_\_\_

8) Driving Time from Airport to Meeting Location: \_\_\_\_\_

9) Is the meeting a conference with multiple speakers? YES NO

10) Names of Guest Speakers:

\_\_\_\_\_

11) Who will be the Key Note Speaker? \_\_\_\_\_

12) Is there a theme or title for the event? YES NO

13) If yes, please list: \_\_\_\_\_

## Travel & Hotel Accommodations

Isha always travels with at least one other individual; therefore, **we ask that travel and hotel accommodations be made for Isha and that individual.** In the event that Isha travels with more than one individual, we will take care of his/her expense.

**\*Note: We will book all flights and provide you with receipts necessary for the purpose of our reimbursement. \* As far as the hotel, we ask that you make sure that it is an “inside only” hotel.**

We also ask that you would book 2 rooms: 1 King, Non-Smoking Room for Isha, and 1 Double, Non-Smoking Room for her assistant or other individual. The rooms need to be adjoining. If not adjoining, they need to be as close as possible, but definitely on the same floor.

The hotel need not be something overly exquisite, it only needs to be nice and clean; therefore the hotel preference is whatever is the newest and/or the cleanest, as well as close to the meeting location.

14) Would you please recommend one hotel that is close to the nearest airport and one hotel that is close to the meeting location? Please give us an idea of the distance from each hotel as well.

Hotel Near Airport: \_\_\_\_\_ Phone: \_\_\_\_\_ Distance: \_\_\_\_\_

Near Meeting Location: \_\_\_\_\_ Phone: \_\_\_\_\_ Distance: \_\_\_\_\_

15) Are you able to provide a driver for Isha: YES NO

Name of Driver: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

**\*\*\*Please be sure that the vehicle used to pick Isha up from the airport can accommodate her and two other individuals, in the event that she decides to bring more than one person with her.**

## **Product Sales**

16) Will our product salesmen be allowed to sell product before and after the service? YES NO

17) What time can our staff set up product tables? : \_\_\_\_\_

18) Will there be audio / video of the event? \_\_\_\_\_ If yes, will we be able to obtain a copy? : \_\_\_\_\_

## **Finances**

A responsible fee for service can be given according to the comfort of the host organization.

*This form is designed to get some basic information. If you would prefer to contact us with questions, please feel free to do so.*

***THANK YOU VERY MUCH!***

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