

## CREATION RESEARCH PUBLIC MEETING ITINERARY GUIDE AD 2006

Dear Program Organiser,

Thank you for wanting to organise meetings in your area for a Creation Research speaker. The following information will assist you in planning meetings.

(1) **Finance:** Our speakers try to raise finance via offerings, honorariums, etc. in light of the fact that our accountants advise us the current cost of keeping a full time Creation Research person in the field, supplied with the latest research and office support, is \$400 per day not including travel.

(2) **Travel:**

- a) Those requesting speaker to travel more than 50 miles (80km) must meet return costs of travel from office to venue and costs of any travel during ministry at your venue.
- b) Driver and transport are to be provided when needed for the speaker at the venue.
- c) Please allow for cost of 1 phone call daily to Home/Office Base
- d) Accommodation and meals are to be provided for the speaker

(3) **Accommodation and Food:**

Costs are to be met by those organising the itinerary.

(4) **Equipment you need to supply:**

- (a) Data projector for Powerpoint. Lecturers will bring their own laptop.
- (b) ensure rooms used can be blacked out.
- (d) a screen 6 ft x 6 ft (2m x 2m) small meetings  
8 ft x 8 ft (2.5m x 2.5m) large meetings
- (e) power & power leads (extension cords)
- (f) microphone (preferably lapel) when audience is greater than 50.
- (g) 1 table at front 3 ft x 3 ft (1m x 1m)
- (h) 3 or 4 book tables 6 ft x 3 ft (2m x 1m) each in foyer

(4) **Schedule:** As most meetings are at night, speakers rarely get to bed early, so please do not schedule meetings before midday without the approval of each speaker, except for Saturday and Sunday morning meetings. Please allow Monday free for relaxation and Thursday free for administration. Days off mean **no** meetings morning, noon or night or travel, unless prior arrangement is made with the individual speaker.

(5) Final itinerary is to be approved by the speaker at least 3 weeks prior to trip.

(6) **Tentmaking:** We do promote and sell Christian literature, DVDs, etc. during public meetings.

(7) **Copyright:** Copyright of all messages remain the property of the speaker via Creation Research. Do not record (**audio or video**) without prior consultation with each speaker.

(8) **Advertising and promotion of meetings:** is the responsibility of the group organising the meetings. You can download topic list for your choice of meetings from [www.creationresearch.net](http://www.creationresearch.net) click Programs, then follow through.

Be much in prayer for the Creation Research visit and contact us at one of the following addresses if we can help any further.

**AUSTRALIA** - Ph: (07) 3206 4467 Fax: (07) 3206 0001

**UK** Ph/Fax: (0161) 282 1111

**NZ** Ph: (09) 476 8603 Fax: (09) 476 8605

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**All e-mail to:** [info@creationresearch.net](mailto:info@creationresearch.net)