



# CREATION MOMENTS

## Speaking Requirements for Paul Taylor

In common with similar ministries, Creation Moments will require the following items for Paul Taylor's speaking engagements. If there is any difficulty in providing any of these, please contact Creation Moments at the earliest opportunity, so that alternatives can be discussed. Please pay particular attention to the Audio / Visual Requirements.

## Fees

Creation Moments does not charge a set fee for Paul or any of our speakers. However, we hope that you will understand that our costs need to be covered. Please work out what travel and accommodation costs are likely to be. We trust that you will understand that, if travel and accommodation costs exceed your normal honorarium, then our ministry, which survives simply by donations, will be out of pocket. Most organizations take up a love-offering for our speakers, though some pay a standard honorarium. It is usual that this honorarium is not less than \$250 per session – a full day usually comprising of 3 sessions, morning, afternoon and evening, though we understand that there may be exceptional circumstances.

## Travel and Accommodation

*Airfare/Flight Preference:* Round trip airfare from Seattle, WA or Portland, OR. If it is possible or reasonable for Paul to drive to the event, then he will do so. Please estimate mileage at \$0.54 per mile out and back.

*Hotel Preference:* One non-smoking room for the night prior to the event and for the date of the event, depending on return flights. Alternatively, accommodation might be provided by church members in their homes – likewise meals.

*Ground Transportation:* Paul will need transport from the airport to accommodation etc.

*Meals:* All meals and hotel incidentals will be at the client's expense, though these could be with church members.

## Audio Visual Requirements

Please do not be concerned about this list. Paul is completely happy to give a talk without any amplification or AV facilities, if necessary. The purpose of this list is simply so that we can be on the same page, regarding how AV and PA facilities could be set up.

Paul usually like to give his talks with amplification and access to AV facilities. Most churches and venues have such facilities, but are often set up very differently. So Paul has listed his usual technical requirements, in a simple checklist, and then followed this with his explanation on why he prefers this way of doing things.

- Wireless clip on microphone for Paul Taylor (if over 50 participants)
- LCD Projector for PowerPoint presentation

- The Powerpoint Presentation is stored on the Paul's own laptop, which will be with him at the front / platform, so that he can operate himself. Due to the proprietary nature of his presentation, and due to Paul needing to use impromptu alternative routes through the presentation, it will not be possible for him to provide his presentation on a memory stick for use on your system / computer.
- Connection to LCD projector and sound system for laptop computer. This will be by RGB and 3.5mm audio lead, or by HDMI lead. Paul will bring both a 6ft RGB/Audio lead and 6ft HDMI lead. There will need to be an available socket(s) on the platform for Paul to plug into. If input sockets are only available at the back of the auditorium, the church / organization will need to provide a long, safely secured lead, so that Paul can still use his laptop at the front.
- The laptop computer will need to be placed on a nearby table or AV cart so that Paul can see the computer screen.
- Projection screen suitable for size of room and audience
- Access to facility's wireless internet connection
- Small rectangular table (at front of room) for Paul to place materials, 2 glasses and pitcher of water and two chairs
- NOTE: Technical person should be available during setup and during the presentation if microphones are used. There will need to be an AV check, to ensure that the system works. You should allow 20 minutes for this AV check, which will end no later than 30 minutes prior to the commencement of the meeting. We recognize that for some churches, this may require rearrangement of your music group's pre-service rehearsal.

## Materials

It is our normal practice to bring materials (books, DVDs etc.) for sale at the meeting. Sales of materials are an important subsidy for Creation Moments. Please discuss with us at the time of booking if you do not want us to sell materials at the event, otherwise we will assume that your booking of Paul Taylor implies permission to sell materials at your event. We will require at least one 6ft table for our materials. Our sales equipment needs access to your WiFi network, if available.

Please do not be fazed by any of the above. While we have tried to make this list informative and succinct, it is always possible to discuss alternatives, provided enough time is anticipated.