

## HEART TO HEART COUNSELING CENTER

### Conference Confirmation Form

Please fill out this form in order to confirm the date(s) you have requested and fax it to 719-278-3804. If you have any questions, please don't hesitate to contact Lisa at 719-278-3708.

Today's Date \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

Title \_\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail Address \_\_\_\_\_ Airport \_\_\_\_\_

Conf. Host \_\_\_\_\_ Denomination (If Church) \_\_\_\_\_

Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

<b>Conference Location</b> <input type="checkbox"/> Same as above	<b>Conference Mailing Address</b> <input type="checkbox"/> Same as above

Conf. Dates	Men/Women Couples	Topic (Only from Conf. Title Form)	Conference Times (From - To)	# Expecting (approximate)	Speaker's Attire
_____	_____	_____	____:____ a.m./p.m. TO ____:____ a.m./p.m.	_____	_____ sport/casual/suit&tie
_____	_____	_____	____:____ a.m./p.m. TO ____:____ a.m./p.m.	_____	_____
_____	_____	_____	____:____ a.m./p.m. TO ____:____ a.m./p.m.	_____	_____
_____	_____	_____	____:____ a.m./p.m. TO ____:____ a.m./p.m.	_____	_____
_____	_____	_____	____:____ a.m./p.m. TO ____:____ a.m./p.m.	_____	_____
_____	_____	_____	____:____ a.m./p.m. TO ____:____ a.m./p.m.	_____	_____

**Please place initials below after reading.**

- \_\_\_\_\_ 1. A fee of \$ \_\_\_\_\_ U.S. dollars for a total of \_\_\_\_\_ days will be paid to Doug at the time of conference. Check is to be made payable to "Heart to Heart Counseling Center." **Failure to provide this at conference, host will be charged an additional \$250.**
- \_\_\_\_\_ 2. \_\_\_\_\_ (male or male with female) will pick up Doug at baggage claim.  
(No rental/private cars please)
- \_\_\_\_\_ 3. Host agrees to book flights after reviewing with Lisa. (Doug will fly from Colorado Springs Airport).
- \_\_\_\_\_ 4. Conf host to provide table/volunteer for the sale of Weiss's materials sold directly outside conf. room.
- \_\_\_\_\_ 5. Conference host agrees to book hotel reservations if necessary. Hotel: \_\_\_\_\_  
(No private residences please)
- \_\_\_\_\_ 6. Host agrees to fax/mail Dr. Weiss any promotional ads, flyers or bulletins regarding conference.
- \_\_\_\_\_ 7. Host will ship back remaining books via "media rate" through U.S. Postal Service at host's expense.
- \_\_\_\_\_ 8. Dr. Weiss does not speak on Sunday evenings unless a Monday conference is also requested.
- \_\_\_\_\_ 9. 20% of total speaking fee will be due within 15 days of a cancelled conference

What contact phone # (if any) do you want listed in our newsletters regarding conference? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date