



The Empowerment Church

The Office of Pastor Tony Ray Smith

The Empowerment Church · Post Office Box 358 · Ashburn, VA 20165
Office 703-729-9575 Fax 571-765-7811 E-mail: office@tecva.org

Dear Pastor,

Greetings in the name of Jesus.

Pastor Tony considers it an honor that you are requesting him as a speaker for your event. Due to Pastor Tony's busy schedule, we ask that you complete the Speaker Request Form that is attached as part of the invitation for him to minister at your service or event. Please fill it out and return to us via e-mail at doris.carr@tecva.org or fax the completed form to 571-765-7811.

Please keep in mind the following when completing the Speaker Request Form:

- Due to his responsibilities to his church, TEC, Pastor Tony is rarely able to accept speaking invitations that will require him to be away from his church on Sunday mornings. Thus, all speaking invitation should be made so he can be back home by Saturday afternoon or evening.
- If Pastor Tony will be traveling via airplane, please secure round-trip flight arrangements for "Tony R. Smith" from Dulles National Airport (IAD), unless otherwise specified. He will fly on any reputable common carrier, with no preference for seating or class. Before ticketing, please approve flight arrangements and forward the final itinerary as soon as possible. Pastor Tony usually travels with a male assistant. If possible, the same flight accommodation should be secured for his assistant.
- Effective July 1, 2011, Pastor Tony does not MC programs.
- In an effort to juggle the demands of his family and local church, his acceptance of invitations must be kept to a minimum in order to allow adequate time for each of these priorities.

Please allow 2 business days for us to process your request. You will be contacted via telephone or e-mail with an acceptance letter or a letter of regret.

Again, thank you and May the Lord God Bless You Richly!

Doris Carr
Executive Assistant to Pastor Tony Smith
The Empowerment Church
703.729.9575 ext 107

Speaker Request Form

The Office of Pastor Tony Ray Smith

Ministry Name: _____

Pastor: _____

Pastor's Cont. # _____

Church Email: _____

Church Website: _____

SERVICE INFORMATION

Date(s) and Time(s): _____

Location: _____

Type of Service (i.e., conference, revival, etc): _____

Theme/Purpose: _____

Contact Name: _____

Contact's Cell #: _____ E-mail: _____

Is Pastor Smith allowed to sell ministry products? If so, approximately how many Yes No
If yes, a small table where most people will be exiting will need to be provided.

Do you have a cordless microphone? Yes No

Do you have musical instruments? Yes No If yes, please specify: _____

HOTEL INFORMATION

(If applicable)

Please secure a non-smoking, at least 4 star hotel room for "Tony R. Smith" at check in. Please note that Pastor Tony always travels with an assistant or his wife. Therefore, please secure a double-occupancy room.

Name of Hotel: _____

Address: _____

Phone: _____

Confirmation Number: _____

Approximate Time from Airport to Hotel: _____ Approximate Time from Hotel to Church: _____

