

Missionaries of the New Evangelization

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This is a list of recommendations that Missionaries of the New Evangelization would appreciate each host to follow when inviting Fr. Gregory Bramlage to their event.

- The event coordinator is asked to notify Fr. Bramlage six months prior to the scheduled event in order to discuss the number of talks requested and the topics for each.
- The organizers of the Scheduled Event agree to pay Fr. Bramlage's travel expenses, including plane tickets, and/or mileage in the event of automobile travel, and parking. They will also pay for meals, lodging and incidentals. Two weeks prior to the event, Fr. Bramlage should be notified as to how he is getting to and from the airport. Upon completion of the event, Fr. Bramlage will tender his expense sheet for reimbursement within 2 business weeks.
- Fr. Bramlage will book his own flights after being notified of what airport to fly into. He will email the itinerary and the amount due to the event coordinator. Please send a reimbursement check made payable to: **Missionaries of the New Evangelization** upon receiving this email.
- Instead of receiving a stipend for speaking, Fr. Bramlage asks that you allow him, at an appropriate time during the event, to share about the world-wide ministry of Missionaries of the New Evangelization by presenting a promotional DVD, thus making a plea to support the ministry by taking up a free-will offering from the attendees of the event.
- Please provide ushers and baskets for the free-will offering if MNE helpers are not present. The collection should be held in a secure place until given to Fr. Bramlage upon his departure.
- There is to be no recording or videotaping of Fr. Bramlage's talks without his prior written permission.
- Fr. Bramlage usually has some of his own CD/DVDs available for purchase. Please provide a table and helper if Fr. plans to do so.
- It is the responsibility of the event coordinator to promote and advertise the scheduled event in a timely fashion. Fr. Bramlage can supply you with information/pictures for you to create brochures, bulletin inserts, or posters.
- Please provide the technical capability to show the promotional MNE DVD to the audience. It will require a large screen, projector and sound system as well.
- **Please sign below** stating that you have read these recommendations and agree with them and then return it to the address in the letterhead. We look forward to serving you in the Lord.

Name of Event: _____

Address: _____

Signature: _____ Date _____