



Thank you for submitting your request. Dr. Glenn considers it on honor that you have considered him for your event! Please review answers to frequently asked questions outlined below which provides clarity and communicates expectations for bringing Dr. Glenn to your event.

If you have any questions, please contact [admin@jermoneglenn.com](mailto:admin@jermoneglenn.com) we'd be more than happy to provide any additional clarity. We are providing this document so you are aware of the arrangement that need to be made. This does not serve as the final acceptance of the event. Once the event is accepted you will receive a form to provide final travel and accommodations details as well as a Media Kit with bio, photos and a downloadable W9 for tax recording.

## Travel Details

### Flight Accommodations

**Preferred airline:** Delta via Delta Comfort (No Need to Check-Him In)  
If Southwest Early Check-In should be purchased.

Dr. Glenn usually travels accompanied by his wife Pastor Erica Glenn when their schedule permit. At times an adjutant will join them. As he does not travel alone, if Pastor Erica Glenn is unavailable he will travel with an adjutant. Travel arrangements will need to be made for both Dr. Glenn & Pastor Erica Glenn or his adjutant. In the event all 3 are traveling, Dr. Glenn will cover travel for his adjutant.

Should travel require flight, Dr. Glenn will choose [2] flight options with seating requirements and send back to the event Host/representative to choose which to purchase along with birthdate and traveler/rewards numbers to use when securing flights. When his calendar permits, he prefers to travel the day before the event to prevent any travel delays and mix-ups etc. If by chance Dr. Glenn needs to leave from a city other than Grand Rapids, flight arrangements will be split between the two hosting organizations. All flight confirmation numbers and details are to be submitted via the convenient Travel & Accommodations Submission form no later than 21-days prior to the event.

### Hotel Accommodations

**Preferred Hotel Chains:** Marriott, Hilton & Starwood

Hotel accommodations are to be made and paid for by the event Host. Should Dr. Glenn travel with a companion other than his wife, Pastor Erica Glenn, a separate double bed room would need to be secured by the event Host as well. To quietly settle and properly prepare please book rooms according to the following preferences: indoor access on an upper floor; 1 non-adjointing non-smoking king room (a suite would be nice, but not required) with internet access and a full service restaurant.

Please provide keys upon arrival. To circumvent Dr. Glenn needing to provide a credit card upon arrival please place a card on file for incidentals. All hotel confirmation numbers and details are to be submitted via the convenient Travel & Accommodations Submission form no later than 21-days prior to the event.

### **Ground Travel accommodations**

If traveling by flight, ground transportation is required to and from the airport and event. If traveling locally by car, transportation is required to and from the event. If traveling by car a maximum of 3-hours of travel, a rental car allowance or mileage reimbursement is the expectation. Car Allowance will need to be deposited 30 days in advance or two weeks out from the engagement. Dr. Glenn prefers to contact the host representative/admin should complications arise. Please be prepared to provide this information when submitting the Travel & Accommodations Submission form.

### **Engagement Details**

An event itinerary noting Dr. Glenn's allotted speaking time along with any other helpful information for preparation must be emailed as soon as possible following acceptance but no later than two-weeks prior to the event.

### **Engagement fees**

Dr. Glenn does not require a specific fee. However, he does receive honorariums for his time. When making your decision, please consider the toll travel takes on Dr. Glenn and his family. We believe that God will direct you as to how to honor him (I Cor. 9.14).

Honorariums should be made payable to JG Innovations and be given to Dr. Glenn prior to his departure. There are few other options for honorarium payment you may give prior electronically at the following link <https://www.jermoneglenn.com/jgmedia> or through PayPal sending to Jermone Glenn. Should you desire to offer any additional gifts please be mindful that they will need to be luggage-friendly or arrangements will need to be made to ship to: JG Innovations, 21200 La Grange Rd. Suite 265, Frankfort, IL 60423

### **Event Essentials**

Dr. Glenn prefers a wireless microphone and single podium. You may sale and stream teaching unless otherwise specified. If recorded please provide an CD and DVD prior to departure.

Dr. Glenn travels with product. If approved, please provide [I] 4-6ft product table with black table cloth. Please have someone available to assist with sales and tech. Sales instructions will be included with product.

Dr. Glenn prefers room temperature Essentia and/or Alkaline bottled water, grilled or baked chicken, seafood and salads. He kindly asks that you not provide beef, pork or dairy. Please no heavy meals after 7:00pm.

A biography and selection of approved images will be made available via Dr. Glenn's Engagement Media Kit following the acceptance of your engagement. Please be mindful to only choose from the information provided in your promotional materials. Should you need any video, please feel free to make a special request or visit any of his social media pages.