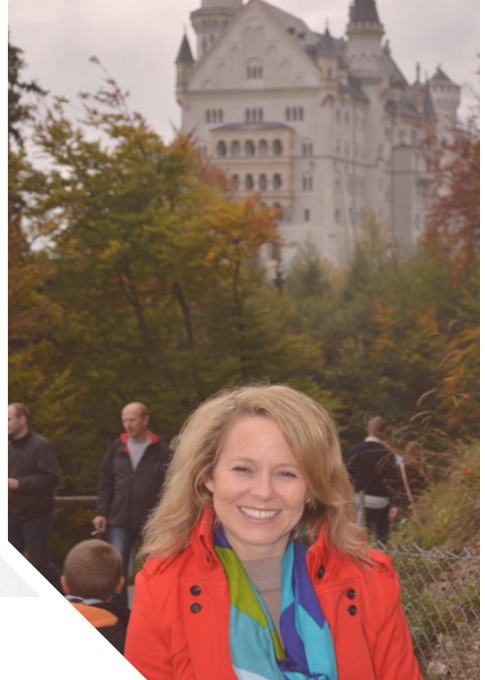


Guidelines for Your Event



ERICA IN GERMANY

Thanks for considering or scheduling Erica Wiggernhorn as a speaker for your event. Erica wants to be a low-maintenance guest, keeping you well-informed before the engagement so inviting and hosting her can run smoothly and enjoyably. Erica believes clear, pre-event guidelines can avoid surprises and last-minute challenges.

These guidelines are customary for many speakers. Please direct questions to Erica at Ericawigg@gmail.com.

Requesting an Event Theme

1. Erica primarily speaks on the seminar topics presented on her website at EricaWiggernhorn.com. Click on the Speaking link to review these topics.
2. Erica usually presents these themes as a one-day seminar or weekend retreat. However, she's open to other formats that meet your needs.
3. If you want to suggest an alternate topic, please send Erica an email with your idea, number of sessions, and the event's format. Send to Ericawigg@gmail.com. She can create new material, if it falls within her realm of experience and interest. In other words, if she can authentically address the topic. The last thing you need is a speaker "faking her way" through a suggested theme!

Scheduling the Event

1. When you first contact Erica regarding your event, a phone call will be scheduled so you can connect with her and let her know more about you, your event and your ministry. Prior to the call, Erica will provide an email outlining some things to prayerfully consider to allow you to craft together an impactful and meaningful time for your participants!
2. Once you and Erica decide that she is a good fit for your event, Erica will electronically send a contract to you. Included is a nonrefundable fee that holds the dates and times on Erica's calendar. Both contract signature and booking payment can be done electronically.

Arranging Transportation

1. Transportation arrangements and protocol will be discussed and included in the contract prior to any exchange of funds. Because Erica's speaking is a ministry, she desires to attend your event at minimal cost to you.
2. If your event requires overseas travel, please arrange for a greeter to meet Erica at the airport or train station.
3. If your event occurs in a large hotel or other complex venue, ensure that Erica has a map for navigating to sessions and meals.

Providing Lodging and Meals

1. Due to severe pet allergies, please do not place Erica in a home with animals.
2. It's not customary to place your speaker in a room with an event participant, unless Erica requests it because she wants to stay with a friend. However, if your event requires speakers to share rooms, please let Erica know this ahead of time.
3. Erica considers herself a humble steward of God's Word and bathes each speaking assignment with much prayer. If possible, arrange for Erica's room to be in a quiet place, away from people or environmental noises.

Creating Promotional Materials

1. Information about seminar content can be downloaded from Erica's website at EricaWiggenhorn.com on Erica's speaking topics page.
2. Photos of Erica are available on her website at EricaWiggenhorn.com. Click on the Host Kit link.
3. If Erica presents a new topic per your arrangement, she can send you brief copy for your promotional materials.

Preparing and Presenting Sessions

1. Be sure Erica receives a copy of the event's schedule a week before she arrives.
2. An event runs more smoothly when a host or hostess is designated to greet and accompany a speaker to sessions and to anticipate needs. It's always helpful to know the location of the restrooms!
3. If you desire Erica to prepare visuals for your event, please provide a PowerPoint projector and screen for audio-visual presentations that accompany speaking sessions.
4. Ask your tech person to test the audio-visual presentations before the event.
5. Allow time for Erica and the tech person to review the audio-visual setup before the first session.
6. Erica prefers speaking with a head set or small, clip-on microphone. Please allow time and assistance to attach and test the microphone.
7. She also enjoys standing on the same level with participants and using a small table, enabling her to move around and interact personally with group members. If a stage is necessary, don't place her behind a podium. Erica is short and a podium makes her look like a "talking head."

8. Erica would be grateful for a glass of water positioned nearby while she speaks.
9. For an introduction, download the brief bio provided on her website, EricaWiggenhorn.com. Click on the Host Kit link.
10. Please provide a table in the speaking room or entrance for Erica to present free materials and her books and Bible studies. She'll be available to autograph purchased works.
11. Also assign a trustworthy individual to help manage book and Bible study sales.

Prayer Support

1. Erica would appreciate a prayer time with your leadership group before the event.
2. It's spiritually beneficial to create a prayer team for your event, and to designate praying individuals or an intercessory group during the speaking sessions.

Erica looks forward to getting to know you and your group members!

Thank you for providing her the opportunity to share with you!