



# *Emmanuel Baptist Church*

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From: Emmanuel Baptist Church  
Travel Services Ministry

Dear Member(s):

The Travel Services Ministry is excited to be a part of your planning for guest speakers and/or member travel.

As you begin to make plans for your special service or travel, please remember the following:

1. We are here to arrange travel and hotel accommodations only. The requesting ministry is responsible for entertaining guests while they are in town.
2. The Travel Services Ministry will not contact the guest speaker until a representative from the inviting EBC Ministry has communicated with the speaker.
3. All communications to the speaker regarding the event, i.e. general information, theme, scripture, colors, etc., is the responsibility of the requesting ministry.
4. Prior to making reservations, and after reservations are made, a representative from the ministry may attend one of your planning meetings to ensure all information is accurately distributed.
5. EBC members who are traveling for conventions must get approval from the Pastor prior to contacting Travel Services. Travel Services will arrange travel and hotel accommodations only.
6. A "Travel Information" form must be filled out and returned to Travel Services as soon as a guest speaker is confirmed or a member's travel has been approved.

Remember, travel costs go up tremendously the closer you get to the date(s) of the event. This cost can be kept down if we can make the arrangements as early as possible.

You may contact Nadyne Brown or Gloria Millner (coordinators) if you have questions/concerns, or if you would like someone to attend your planning meeting. The names of all ministry members are located on the back of the brochure.

Rest assured that our main goal is to assist the ministries and to ensure guest speakers and members receive "red carpet" service while they are traveling. We welcome your thoughts and comments that will help improve our service.

*EBC Travel Services Ministry*