

## Renee Swope

### Event Planning Summary

To better serve you and your team, Renee created a summary of answers to questions she is most often asked by event leaders. **Please let us know if you have any additional questions after reading through this summary:**

#### Hotel Reservations

- Renee prefers Hilton brand hotels because they tend to provide the most consistent bed comfort and room quality. Please let us know a few options to choose from for Hilton brand hotels near the venue.
- On the day of arrival, we have found it very helpful if someone checks Renee in at the hotel early. This helps assure availability when hotels overbook.
- If bottled water and a light snacks can be left in the room that would be so helpful.

#### Flights/Transportation

If flying, our team will book flights so we can select times that work best. We will then send you an invoice for reimbursement (unless your fee is all inclusive), and our flight itinerary.

- Please let us know the closest airport and distance/time we need to allow to arrive at the church or hotel.
- If possible, we will book non-stop flights to ensure arrival with no flight delays or cancellations of connecting flights.
- Arrangements for ground transportation vary with each event. A month before your event, we'll let you know if we need a rental car or someone to pick us up.
- If someone will be picking us up, we'd love to have bottled water in the car at the airport. Something about flying makes us thirst. 😊

#### Media – Audio/Video Needs

- Renee prefers a single-sided over-ear mic, if possible. Her second preference is a lapel mic.
- Renee needs an elevated *high-top table* on stage (right of center) instead of a podium.
- Please provide a clear drinking glass and room temp bottled water on her stage table.
- If Renee uses media (power point, pictures) we will send them over 1 week before your event.
- We have an introduction with current photos of Renee, her family and her books that we will provide for you to use (in addition to however you would like to introduce Renee). We will send that to you via email.
- Please send us contact information (name, email address, phone number) for your sound and media person so we can forward items directly to them. We will also copy you so everyone is kept in the loop.
- You can find high res photos, sample video clips and Renee's bio on her ["Event Leaders" page](#).

#### Resources & Resource Table

- We will ship resources to arrive 1-2 days before your event (unless planned otherwise)
- Resources can be purchased with credit card, check or cash. Renee will bring petty cash, pens and pricing signs.
- Depending on the size of attendance we will need (1-2) covered 6-8 ft. tables placed near the main area where Renee will be speaking and near an electrical outlet for charging iPhones/iPads if possible.

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#### **Meet & Greet Table**

Renee loves to meet, talk with, sign books and pray with attendees as time allows.

- Renee will need a “meet & greet” table right next to our resource tables.
- Renee prefers a high-top table with a tall chair/barstool so she can talk at eye level while sitting to rest her feet.
- A black sharpie for signing books and a bottle of water is really helpful.
- Meet & Greet times are ideally after each session, unless there is a lunch break. We can decide together the best time frames based on your event schedule.

#### **Volunteers**

- We will need 2-3 volunteers to help at our resource table. If attendance exceeds 200, one more volunteer per additional one hundred attendees will be needed during the event.
- We prefer one person serve as the leader of your volunteer resource team.
- Renee’s travel assistant will train volunteers before your event. Usually only takes 10mins.
- We will need someone to help with shipping resources back to our office need if any remain at the end of the event.

#### **A Few of Renee’s Favorite Things:** {Green Room & Hotel Room Snacks}

**Please don’t feel like you need to provide a lot**, especially if Renee is only speaking for one session. Just a little to snack at the hotel and at the church for in-between sessions is great! *Here are a few of Renee’s favorite things:*

- Bottled water
- Coffee with sugar-free creamer
- Pistachio nuts, cheese, crackers
- Strawberries & Blueberries (if in season)
- Coffee and sugar-free vanilla creamer

**Thank you for inviting us to be part of your event!**

*Please let us know if you have any questions or need anything!*

*He is before all things, and in Him all things hold together. Colossians 1:17*