
Invite Instruction

To whom it may concern,

Thank you for your interest in having me as a speaker for your parish or group. What I have included in these instructions are general concerns that I have and how we resolve them is open for discussion.

A few things to keep in mind for me to speak with your group:

- I have several talks I can tailor to your needs or you can pick new topics. If you pick new themes or topics, I need 1 month per talk to prepare. I can write a talk in less time, but then I cannot guarantee the same quality.
- Due to recent scandals, I cannot stay at a lay persons home. I will need a hotel /motel room near by. I do not need fancy or expensive. Most times a room rate of about \$60 to \$75 a night is quality enough. This also allows me to extend my seclusion as a hermit to my travels.
- You will need a person responsible to pick me up at the airport, drive me around and drop me off at the airport when the event is complete.
- As to meals, I eat simple. During the conference, I eat with the people. Outside the conference, I prefer simple family type restaurants, including fast food joints. American, Italian, Mexican and Chinese are all fine types of food. I am just as happy with a hamburger as I am with a steak, maybe more so.
- As to beverage, when I get there, whoever picks me up can stop by a store so I can get some root beer (my drink of choice).
- Information I will need:
 - Contact person name, phone and email.
 - How many participants do you expect?
 - What topic or theme would you like me to speak to?
 - How many days, what dates?
 - How many talks?
 - How long are the talks?
 - Will I be providing Mass? Do you prefer the Ordinary or Extraordinary Form of the Mass?
 - Will I be hearing confessions?
 - Is it a silent retreat?
 - A schedule of the event.
 - Will the event be in the church or in a hall?
- Needs for the conference:
 - I will need a projector screen or TV (larger screen is better) for the power point presentation of the talks.
 - I have a projector I can bring, but if you have one, it would save me transporting mine.
 - A podium to place my ipad on for the talks.
- As to costs:
 - Round trip air fair.
 - Cost of parking my car at the airport.
 - Food and lodging.
 - My fee
 - One day conference - I try for \$15 to \$20 a person for groups of 50 or more. A minimum fee of \$500 for smaller groups.
 - For longer events, we can negotiate.

One last perk I like to offer. I would like to sit down with the "VIP's" the night before for dinner so we can get to know each other and we can talk about your group. This helps me put final touches on the talks to make it more personal. This way you get some personal time with me and express any concerns in the group that I might need to address. It is also a way to reward people who have put a lot of work into organizing the event.

I hope you find this information helpful and if you would like more information, please feel free to contact me.

God Bless,
Fr. Robideau