

# **EVENTS REQUIREMENTS AND PRICING**

**Deacon Ralph Poyo  
New Evangelization Ministries  
1106 Jackson Pl  
Steubenville, OH 43952  
(740) 314-5528**

[www.NewEvangelizationMinistries.org](http://www.NewEvangelizationMinistries.org)

Event planners or sponsors will be responsible for hosting Deacon Ralph and agree to reimbursement of all expenses related to travel, food, airport expenses, Internet connections and accommodations and agree to the following:

## **PRICING**

Please note that Deacon Ralph does not charge a specific fee for his services. Don't misunderstand: He still has a family to provide for. He would prefer that all trust in God's Providence from budget to completion. For compensation for his services, please pray and ask the Holy Spirit what you should pay him and do what He says. This way, all parties trust in Him to provide for their needs. Please make fees available upon completion of service and expense reimbursements available upon reception of expense reports.

## **FLIGHT ARRANGEMENTS**

Deacon Ralph will be responsible for booking his own flight reservations. He will run the price by the event planner for approval prior to final purchase. Once the airline ticket has been purchased, he will forward a receipt for the flight. Deacon Ralph asks that you turn around reimbursement quickly so that he does not incur this expense on his credit card when the monthly payment is due. He has a very tight cash flow and does not have the funds to carry this expense.

## **ACCOMMODATIONS**

Deacon Ralph prefers to stay in Rectories or hotels with a non-smoking room with Internet access for events that will require him to stay overnight. Contact him directly to suggest other arrangements.

## **TRANSPORTATION**

If transportation is not provided by the host, Deacon Ralph will submit a receipt and invoice for all expenses related to renting a car including tolls, parking, fees, taxes, etc. once the car has been turned in. Receipts will be submitted for all expenses when available for bookkeeping purposes. We want to honor our Lord with our fiscal responsibility.

## **FACILITIES**

Deacon Ralph can work in just about any type of facility and make use of whatever equipment is available. He has no specific requirements. A podium or stand for notes would be appreciated along with a bottle of water. He is able to tailor his talks to whatever type and age of audience attends. If you know what age and type of audience he will be speaking to, please provide these details in your request.