



We accept requests for services up to 12 months in advance of your event.

We invite you to discuss the services we are able to provide with our knowledgeable event staff.

Organizations whose denominational bodies have covenant relationships with Circuit Rider Books receive scheduling priority.

All other events are scheduled on a first-come, first serve basis.

As soon as your event is scheduled...

- contact Circuit Rider Books to secure our services on the dates you desire
place Circuit Rider Books on your event mailing list so that we receive all event information for both leaders and participants. This can save a lot of confusion and phone calls!
as soon as confirmation of our attendance is confirmed, complete Circuit Rider's event information form to the best of your ability. (soon, this may be done on our website: you will be given secure entrance to your form with your confirmation. In the mean time, please request a paper copy, complete, and return it). Remember, it can be updated whenever necessary by phone, fax, e-mail, or (soon) on our website. Be sure to keep a current copy for your files.
complete and return your event agreement with Circuit Rider Books. This also may be done online (soon) or by mail.

Six months before your event (or immediately if less than six months available)...

- be sure Circuit Rider has list of keynote speaker(s), workshop/seminar leaders, and their topics
request sufficient quantities of Circuit Rider's blue book request forms for every speaker and leader. Soon, this form may also be completed on our website. You and your leaders will be given secure access to the form.
distribute the blue book request forms to your leaders with instructions to return them to you
remind your leaders that they may consult directly with the staff of Circuit Rider Books if they need help locating current titles relevant to their presentation.
check with your host facility to find out if there are any charges for the book display facilities, and immediately communicate this information to Circuit Rider Books. Unfortunately, we do not have funds to pay for facilities.

Two months before your event (or immediately if less than two months available)...

Confirm facilities available for Circuit Rider Books with your host church, hotel, or conference center. This should include:

- location of book display in facility
entrances
floor space (please obtain layout for our planning; most facilities have scale drawings available of their space)
any new facility charges for book display space
barriers to loading/unloading (stairs, elevators, narrow doors, curbs, etc.) We CANNOT do stairs!
security (we request building or room locked overnight)
Please communicate facility information to Circuit Rider Books as soon as you obtain it.
availability and placement of electrical outlets

NOTE: we do not need tables as we have rolling stock shelves and bring our own 2'x4' tables. Exception: At events with large numbers of keynoter/seminar book requests, 2-3 tables may be needed and will be requested in your event agreement.

Six Weeks before your event...

- advise Circuit Rider Books of current total registration for your event
collect blue book request forms from your leadership, or be sure they have completed them on our website
send book request forms to Circuit Rider Books

One Month before your event...

- advise Circuit Rider Books of current total registration AND individual seminar/workshop registrations
recruit volunteers to help unload/load rolling book shelves (and to act as sales clerks at larger events, if so specified in your event agreement). We need at least 2 people for up to one hour to help us at unload/load time.
this is the deadline for any changes to book requests for your event (titles or priority status)

Two Weeks before your event...

- advise Circuit Rider Books of current total registration AND individual seminar/workshop registrations
finalize setup/tear down times with your facility, volunteers, and Circuit Rider Books
set book display 'open' hours with Circuit Rider Books
finalize staff housing & meal as well as volunteer arrangements with Circuit Rider Books

One Week before your event...

- coordinate any final details or changes with Circuit Ride Books

Relax & enjoy your event and the resources provided for it by Circuit Rider Books!