

Nicole R. Virgil, C.S.

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Lecture Committee Info

July 1, 2023- June 30, 2024

Metaphysical Preparation

- A. Two lecture prep meetings are available for your branch church members.
- B. You may have both meetings via Zoom; or you may have one via Zoom & one in-person the night before the lecture.
 - i. If your first lecture prep meeting is not scheduled yet, please book it now [HERE](#).
 - ii. The first meeting should occur as soon after your Preliminary Zoom Meeting as is practical - (within 30-45 days is recommended.)
 - iii. The second meeting should be scheduled for 14-30 days before your lecture (if it is on Zoom); and the night before your lecture (if it is in-person.)
 - iv. In-person lecture prep meetings (the evening before) will require advance planning to make sure that my travel plans do not conflict with this activity. *If you'd like an in-person lecture, please let me know at the time you secure your lecture date.*

Recordings & Live Streaming

No recording (professional or amateur) or live-streaming is permitted. The introducer should announce this at the beginning of the lecture so that the audience understands that cell phones may not be used to record the event. The event *may not be recorded* for replaying at a later date, posting on the Internet, use on a church website, or personal use. Real time audio may simulcast, but not be recorded, into the Child Care Room during the lecture.

Introduction

Instructions for your introducer are contained in a document called - "For the Introducer" [HERE](#). Please select a member of your congregation that *is already comfortable with public speaking* to deliver the introduction & make some announcements at the beginning & end of the lecture.

Travel Arrangements

I will make my own travel arrangements. In the US, I will most often rent a car, unless the event is in a walkable urban area or you are sponsoring a prison lecture which requires me to have an escort. If the lecture is not in the US, I will most often ask for branch church members to provide transport or use Uber/taxis.

Post-Lecture Activities

1. The Introducer should come to the front of the audience at the conclusion and make the announcements listed on the document “For the Introducer” under the heading “End of Lecture.”
2. Per Article XXXI Section 4 of the Manual, No Receptions, the audience must be allowed to go away “in quiet contemplation” without festivities, socializing, food service, or other activities. I will be available for people to speak with one-on-one if someone has a question.

Publicity: Three (3) Options

1. The Mother Church provides digital publicity materials free of charge for Be Set Free. You should have received an email from the BoL regarding these materials, which includes customization instructions. You can see the sample materials at [THIS](#) web page (scroll to the bottom). Contact the BoL directly to order these materials.
2. Digital publicity materials by free-lance graphic designer & Christian Scientist, Kim McQuiston. A la carte pricing. You may purchase one, all, some or none. All communication, customization and payments are between your branch and Kim. Begin the process [HERE](#). Select which design pattern you’d like (Sunset or Birdcage), which individual items you’d like to have customized, and then send your order to Kim via email: kim@akmcq.net
3. Design your own marketing and publicity materials for your event.

****I must view and give written consent (via email) for any materials that you design, before they go to print. Please email them to: contact@nicolevirgil.com In order to avoid confusion, please submit all materials for approval no later than 8 weeks prior to your lecture date. This will allow sufficient time for adjustments (if need be) & printing.*

****Kim McQuiston’s and TMC’s materials are pre-approved.*

Sound System

- 1) If amplification is needed (some venues don’t require it), please acquire and test a **lavaliere microphone** at the venue at least one week prior to the lecture date. These systems are available for rent.
- 2) If the venue requires amplification for me, then the introducer should have a *separate* hand-held or lavaliere microphone so that we are speaking at the same level of amplification.
- 3) Please use new batteries for the microphone system and have a few extra for back-up.

Payment of Lecture Fee & Expenses

Download the form “For the Treasurer” [HERE](#).

I will bring you a hard-copy of my W-9 on the lecture date.

If airfare is required for me to get to your location, I will purchase tickets 4-15 weeks before your lecture date, and send an invoice *at that time* for reimbursement upon receipt.

The lecture fee may be paid at any point after you book your lecture, but is due no later than 10 days prior to the lecture. Lecture fee may be paid via Zelle (preferred) or check up to 10 days prior to the lecture date. Payments made within 9 days of the lecture are accepted via Zelle.

After I return home, all other expenses will be calculated, and you will receive an exact invoice which can be paid at that time. ***All branch churches on a given tour will share expenses.***

Please forward all financial information to your Treasurer and let me know if you have any questions.

Please use billing@nicolevirgil.com for all invoice and expense-related questions. My husband, Dan, manages all billing & invoice activity.

Auditorium Set-Up

- 1) The venue should be well-lit and well-ventilated.
- 2) I will arrive 60-75 minutes before the lecture.
- 3) Please provide a lectern or music stand on which I can place some notes.
- 4) Please provide a small table of a reasonable height to hold a bottle of water, a drinking glass, and books.
- 5) A quiet, private space is a “nice-to-have” for some of the time leading up to the lecture; but please do not worry if it cannot be easily worked out.
- 6) If you are providing literature for the public, please be sure to have our **dual Pastor**, both the *Bible & Science and Health*.
- 7) If you are providing copies of the dual Pastor to the public, please place one of each on the small table (listed above in #4) for me to read from. This way the public will recognize the books visually with what I am reading from.