

Date

Dear Colleague in Mission,

We are at the beginning stages of planning for Missions Fest _____. You will want to be part of this on (dates) .

This year's theme is, " _____ ". Our plenary speakers include (*Names of Speakers*). We expect thousands to attend from our Province and nearby State. We know that your presence at Missions Fest is important, because those who know you will be able to meet you face-to-face, and those who don't, will have a chance to ask questions and find out who you are.

We are trying to keep our information current with daily changes taking place. When you are looking for exhibit space, please be aware that you should be looking at two documents. One is a floor plan drawn to scale (find a link in the right hand menu) and a chart that is called Discount Rates inserted in this Application Package.

Funds may be sent by credit card or cheque. Please select your first, second, and third choices of Exhibit Spaces, in case another agency makes the same request at the same time. (If two requests happen to coincide on the same day, we must draw lots to determine who gets the space).

Advertising in our Program Guide can be purchased now. The colour pages at the beginning and end of the Program Magazine are selected on a first come basis. Inner pages are black and white. When designing your ad, we recommend that you include your exhibit space number to remind people where you are located. The Advertising Package is available for download as well.

We also recommend that you advertise on the local radio station and mention the location of your exhibit during the ad announcement. (Contact _____ at (email) for rates.)

The Short Term and Career Missions Directories will be part of the Magazine again this year. These are now available to be purchased online. Go to "Mission Opportunities" on our home page and click on "Purchase your own Directory Listing".

There is now an on-line option for submitting a seminar proposal using your own Username and Password. Go to the Home Page and click "Sign In". If you do not have a Username and Password, contact [\(email of office\)](#) to receive one.

Please check our "News" side bar regularly for updates.

In His service,

_____, Director. Missions Fest _____