

## Hosting Craig A. Satterlee

Like other speakers, Craig is often asked by hosts about his preferences in travel, lodging, event logistics, etc., particularly because of his visual limitations. The following addresses the most frequently asked questions.

**Booking:** Initial inquiries may be by calling the North/West Lower Michigan Synod Office (517-321-5066 xt 101). Craig receives lots of email, so his responses tend to be succinct, bordering on terse, because email is such a visual (and consequently time consuming) way for Craig to communicate.

**Advance publicity:** A publicity photograph, brief biography, and abbreviated curriculum vitae are posted on the About page of Craig's website: <https://craigasatterlee.com/about>

**Book signings:** When appropriate, Craig is happy to have copies of his books available for sale and, when time allows, to sign them. Craig does not ordinarily bring a supply of his books with him, unless asked to do so, and is happy to help facilitate books being available at his speaking events

**Flying:** Craig prefers to make his own plane reservations.

**Transportation to and from the airport:** Craig cannot drive and so depends on others for ground transportation. When his wife is unavailable, Craig hires either a car or a student, which, while a bit more expensive than a taxi, is inestimably more reliable and less stress-producing.

**Pick-up at the airport:** Craig always agrees to meet his host at the baggage claim, whether he checks bags or not. Craig cannot see people or signs with his name on them. You can recognize Craig by his white cane, rather thick glasses, and stunning good looks. Please approach him.

**Lodging:** Though Craig is very outgoing, functioning in unfamiliar surroundings is very taxing. To regroup, Craig needs individual hotel or guest house accommodations rather than staying with his host or sharing a room. Craig's family sometimes accompanies him; on those occasions, a single hotel room with two double beds is best. Please DO NOT reserve an ADA approved room.

**Snacks:** Craig is sometimes asked what snacks people might provide in his hotel room. Craig enjoys bottled water, chocolate, cheese, and bourbon or dark beer rather than wine.

**Escort:** Craig appreciates having someone escort him from place to place, particularly when campuses or conference venues are spread out and when one cannot easily walk from lodging to the meeting place. As Craig becomes familiar with and comfortable with the surroundings, he indicates that he needs the escort less.

**Meals:** Buffets are difficult for Craig to negotiate. He therefore appreciates someone fixing a plate or assisting him in the line. When breakfast is "on your own," Craig finds it easiest to order room service or go to a table service restaurant. Craig enjoys sharing lunch and/or dinner with his host; he loves to mingle and to learn from pastors, lay people,

faculty, students, and others.

**Receptions:** Craig enjoys mixing with others at receptions. Since he cannot recognize people in crowds, Craig appreciates people that approach him.

**Formal introductions at events:** A brief biography is posted on the About page of Craig's web page: <https://craigasatterlee.com/about>

**Equipment for speeches:** Lectern, microphone (if necessary), lighting, glass of water. Craig also appreciates someone walking him through the space prior to the event.

**Questions:** Craig enjoys one-on-one oral responses to his lectures. He appreciates people not raising their hands, since he cannot see them, and telling Craig their names. In large groups, Craig welcomes an assistant "directing traffic."

**Transcriptions and manuscripts:** Craig generally prepares manuscripts of his speeches and sermons, but preaches and often speaks from memory. When appropriate, Craig provides detailed outlines of his lectures by posting them on his website. Craig does not make manuscripts available prior to the event. Craig expects to review transcriptions from audio recordings, since his speaking style differs so much from his writing style that the editing is harder to do than writing in the first place.

**Honorarium:** Within the North West Lower Michigan Synod, Craig does not receive an honorarium for preaching and speaking, though the synod greatly appreciates help in covering expenses. Outside the synod, Craig negotiates honorarium on an individual basis. He is regularly asked to provide a range of fees for what he typically receives. Craig generally receives \$500-\$1,000 to preach and \$750-\$2,000 per day of teaching or speaking. These ranges reflect what Craig is compensated, rather than what is required. Please discuss an honorarium directly with Craig.

**Expense reporting:** After the event, Craig will provide the host institution an accounting of travel and any other expenses (such as ground transportation to and from the airport or parking charges from the airport garage).

Also see the "Indeed, Craig is Legally Blind" document available on his website: <https://craigasatterlee.com/bishops-visit>