

# Angela Courte Ministries

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“Thank you for inviting our ministry. It is our prayer that your people will be touched in a supernatural and life-changing way through this event. As you can imagine our office gets numerous requests for my time. Some requests we simply cannot accept, however I have personally asked my office to send you this worksheet and have asked them to work with you and your staff in making this event a success. I highly value you and those God has entrusted to your care. - Angela Courte

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## EVENT DETAILS: Host and Venue

Host Church / Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Event Coordinator / Contact: \_\_\_\_\_

Event Location if different than above: \_\_\_\_\_

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Expected Attendance (for product info): \_\_\_\_\_

## EVENT DETAILS: Ministry Protocol

Event Date(s): \_\_\_\_\_ Event Time(s): \_\_\_\_\_

Angela's Arrival Time: \_\_\_\_\_ How long should Angela minister: \_\_\_\_\_

Angela's will minister in: (Circle all that apply)

Special Music

Leading Worship

Teaching

Main Speaker

Event Theme (If any): \_\_\_\_\_

Specific directions or requests for ministry during this event: \_\_\_\_\_

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Additional notes such as dress code: \_\_\_\_\_

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## **EVENT DETAILS: Acceptance of ACM's Ministry Event Requests**

Please check each section indicating you have Reviewed, Understand and can accommodate the requests made by the office of Angela Courte Ministries (ACM) If for some reason you are unable to accommodate any of these request please contact our office well in advance of the ministry dates.

Signature of Event Host: \_\_\_\_\_

### **ACM - POLICIES AND PROCEDURES: Event Details**

\* Please note; any modifications to these "Policies and Procedures" must be agreed to in writing by ACM.

#### **Requested Equipment and Personnel**

- Piano:** Please provide a keyboard or piano (preferably a grand piano) on the platform. A clear path from the pulpit to the piano will facilitate Angela's movement during the service.
- Microphone:** Please provide a lapel mic and a mic on a boom stand at the piano. Angela does not travel with any sound equipment.
- Sound Engineer:** Please provide a sound engineer during the ministry as Angela often moves from the pulpit to the piano during the service.
- Audio / Video Recording:** Please plan to record Angela's ministry on audio CD and present Angela's assistant with a copy prior to their departure. Please make the ACM office aware if the event will be recorded for television and present Angela's assistant with a copy prior to their departure.

### **ACM - POLICIES AND PROCEDURES: Travel and Financial**

\* Please note; any modifications to these "Policies and Procedures" must be agreed to in writing by ACM.

#### **Travel Arrangements**

- Air Travel:** In order to accommodate Angela's busy itinerary, all air travel must be arranged by ACM staff. When flying commercially we reserve coach tickets at advanced purchase rates. Our office will send you a "Request for Travel Reimbursement" for the cost of these tickets prior to the event. Angela travels with an assistant.
- Ground Transportation:** Please arrange transportation for Angela between the airport, hotel, and meeting facilities. Because she often travels with product we recommend that Angela be driven in an SUV or Van to accommodate the extra baggage. It is customary for the host to arrange that Angela's assistant arrive at the event location 45 minutes prior to her arrival. This will allow his assistant time to prepare the product tables, perform a mic check, and confirm any remaining details. Please provide ACM with a transportation schedule, including driver's name and cell phone number, prior to Angela's arrival.

## **Hotel Accommodations**

**Hotel:** When selecting hotel accommodations for Angela and her assistant; please request one (1) non-smoking room with a king-size bed, and one (1) non-smoking room with two double beds. When available, Angela prefers to stay at hotels with an onsite restaurant. Also, since mold affects Angela's voice she requests a newer hotel. It is always welcome when the host has pre-checked Angela into the hotel so that she can go directly to her room upon arrival.

## **Meals and Refreshments**

**Meals:** Angela enjoys fellowship and is available for meals with the event host. Please have bottled (room temperature) water available on the platform.

## **Ministry and Financial Requirements**

**Finances:** Galatians 6:6 says, "Let him who is taught the Word share in the good things with him who teaches." We feel that it is important that those who receive ministry be given the opportunity to sow. Therefore, please consider the following:

- We ask that a love offering be designated for Angela Courte Ministries (ACM) **at the close** of each service in which she ministers.
- We have an established budget goal for each event.
- We ask that Angela's honorarium be given to her or her travel assistant prior to Angela's departure.
- Travel Reimbursements should be made with separate funds.

## **Book and Tape Tables**

**Setup:** We appreciate your cooperation in making our ministry products available. Depending on travel distance, product may be shipped to you the week of the meeting. Angela's assistant travels with the credit card machines and other supplies. Please provide one (1) six foot tables. (Eight foot table is fine as well). We have found it best to locate the tables in a high traffic location, such as just outside the auditorium doors in the main lobby. Please arrange for one (1) volunteer to assist at the tables for every 500 attendees with a minimum of two (2) volunteers. The volunteers will assist in the setup and teardown of the tables as well as sale of product. They should be available 45 minutes before the event begins to meet with Angela's assistant and setup the tables. They will assist in sales after the close of the service or at the prearranged time, i.e. break. The volunteers should also be available after the meeting to pack up any remaining product.

## **Other Questions**

Please direct any other questions to our offices by telephone at (407) 733.3020, or email at dan@AngelaCourte.com