

Deborah Ross Ministries, Inc.

BOOKING AGREEMENT **www.DeborahRossMinistries.org**

Deborah Ross Ministries, Inc.
P.O. Box 2186
Indian Trail, NC 28079

Phone: 980-722-8764 Ministry

Email(s):
Deborah@DeborahRossMinistries.com
Personal Manger: Jay Ross 704-400-4019

Please complete this AGREEMENT FORM and return it along with your deposit and/or travel and food monies (where applicable) as soon as your date is confirmed. Give as much information about your event as possible to help us better serve your needs.

YOUR NAME: _____

YOUR TITLE: _____

YOUR MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

COUNTRY: _____

YOUR AREA CODE & PHONE NUMBER(S): _____

YOUR CELL PHONE NUMBER: _____

YOUR FAX NUMBER: _____

YOUR EMAIL: _____

CHRUCH/ORGANIZATION: _____

PASTOR or ORGANIZATION'S PRESIDENT: _____

WEBSITE FOR ORGANIZATION or CHURCH: _____

ALTERNATE CONTACT PERSON: _____

THEIR CELL PHONE: _____

THEIR EMAIL ADDRESS: _____

EVENT LOCATION (COMPLETE PHYSICAL ADDRESS): _____

CITY: _____ STATE / PROVINCE: _____

ZIP / POSTAL CODE: _____

COUNTRY: _____

***Please attach directions or airport and travel arrangements.**

**HOW DID YOU HEAR ABOUT DEBORAH ROSS
MINISTRIES?** _____

DOES YOUR EVENT HAVE A THEME?: _____

***Theme is Optional**

**DATE(S) / DAY(S) YOU REQUIRE DEBORAH ROSS and/or the DRM REMNANT
TEAM:**

TIME(S) EACH DAY:

***Please attach a *complete* line-up for your event (including the names, topics, and instructions for Deborah Ross as well as the other speaker/worship artists you have asked to participate). If unavailable at this time, please mail this information to DRM as soon as possible and check box here... TO FOLLOW _____**

**YOU ARE BOOKING: (check all that apply)
Deborah Ross and/or DRM Team to:**

(Check all below that were previously discussed and agreed upon prior to sending in this form):

- SPEAK, TEACH or PREACH –**
- MARRIAGE 911 CONFERENCE (couples) –**
- KEEPIN' IT REAL WOMEN'S CONFERENCE –**
- WOMAN2WOMAN CONFERENCE –**
- TV / RADIO / NEWSPAPER / MAGAZINE / ETC. –**
- BOOK SIGNING EVENT –**
- SING –**
- LEAD WORSHIP –**
- CHOREOGRAPH –**
- OTHER (please explain) –**

TOPIC(S) REQUESTED (if applicable): _____

HONORARIUM/OFFERING AGREEMENT:

\$ _____ (USD) List the amount that was agreed upon when your date was confirmed as available. Please make this amount payable to Deborah Ross Ministries, Inc.

DEPOSIT ENCLOSED:

\$ _____ (USD) List the amount enclosed with this Agreement Form. Is this deposit 20% of your agreed honorarium plus travel, lodging and food per diem? If not, please explain what this deposit covers. _____

The balance of \$ _____ (USD) will be paid at the beginning of this booked event.

TRAVEL, LODGING & FOOD ENCLOSED:

Please include separate check(s) made payable to Deborah Ross for the items below as they pertain to your event.

TRAVEL = _____ approx. roundtrip driving miles to and from your event multiplied by .575 cents per mile = \$ _____ (USD)

Is this amount enclosed? YES or NO

Note: If your event requires air/train/bus/boat/other travel, please indicate all travel arrangements on a separate sheet of paper and attach to this Agreement Form. If you have ticket confirmation numbers, please list them here or mail this information separately, as available. _____

MEALS = Meals provided for _____ number of people from DRM.

Prayerfully consider meals for travel time to and from your event.

Is this amount enclosed? YES or NO

If not, please explain terms for meals to be provided.

LODGING = Lodging is provided for _____ number of people (double occupancy) by your group/ organization/ church for Deborah Ross and a traveling companion and/or the DRM Remnant Team (which ever was discussed previously). Do you have a hotel confirmation number? _____

If not, please send this information when available, as needed for check in.

***A 20% non-refundable deposit; and/or advanced travel, food, and lodging expense monies; and/or a signed copy of this BOOKING FORM will reserve your date once it is confirmed as being available.**

***The pre-determined balance, prayerful honorarium and/or your best love gift - whichever is agreed upon at the time of booking - is due and payable at the beginning of your event (or at the beginning of the portion of your event that involves DRM).**

TRAVEL, LODGING, FOOD

***TRAVEL** – If driving, travel is based on \$0.575 per mile. The travel monies are payable as part of the deposit requested to hold your date. If travel is by air/bus/train/boat/other, the hosting party pays the full amount for the travel roundtrip ticket, parking, and ground transportation - in advance.

***FOOD** – Prayerfully consider a \$30.00 per diem, per person, per day - or some other arrangement to have meals provided for overnight bookings. Thank you for including meals that include travel time.

***HOTEL** – Deborah Ross and/or the DRM Team is available overnight by hotel or another form of private lodging (usually double occupancy). Expenses for lodging should be arranged - and paid for - by the hosting party, in advance. We request to stay in hotels where the rooms open to a hallway and not to the outdoors. Thank you for keeping our safety in mind.

STANDARD POLICY

***A SESSION** is considered to be up to a 1 ½ hour delivery. DRM can be booked by the Session, by the Day, by the Weekend, by the Conference, or by the Contract. Please specify at the time of booking.

***FEE RANGE / HONORARIUM OR SUGGESTED LOVE OFFERING** is determined by DRM and the hosting organization according to the type of event, the number of guest expected, distance and the complete job description requested. Let us know your speaker budget! Our goal is to honor God by working within your budget if at all possible. Thank you for a generous heart.

***CANCELLATIONS** – If your event is canceled by request of the hosting party after your deposit has been paid, the original deposit and/or travel expenses will not be refunded, but no other fees are expected. Your deposit will be transferred toward a postponed date, if available.

***If Deborah Ross, Deborah Ross Ministries, Inc., and/or the DRM Team is forced to cancel an event due to circumstances beyond our control, we will gladly transfer your deposit toward a future date and/or find a replacement minister for your event. If we are unable to supply a replacement minister, we will give a full refund of that deposit in conjunction with all driving travel & food fees that were pre-paid.**

DRM Request:

***MEDIA MATERIALS TABLE:** Please provide a *covered* long/large table located in a high traffic area or entrance hall with 2 chairs. (Near a receptacle - if possible.)

***RECORDING:** If your event is recorded, please provide DRM with an audio and/or video copy within 15 days of your events ending.

***PODIUM / MICROPHONE / SOUND SYSTEM WITH CD and/or USB/IPOD/PHONE/MP3 CAPABILITY / GLASS OF WATER:**

To make your event a success we require the hosting party to supply these items for the speaker / singer.

Note: CD or USB capability is required for all singing bookings unless discussed and specified otherwise.

***OTHER:** Additional DRM Event Request will be forwarded to you via email once your *event vision is established through prayer, planning and communication.* (Such as: screen, stage, space, power point, props, praise team, worship leaders, volunteers, etc.) Please be sure to list all items/additional speakers/worship leaders/equipment that you already know are available for your event on a separate sheet of paper and mail this information back to DRM along with this agreement form.

To make sure that your event is a success, please make sure that you have made arrangements to have a skilled tech crew available to work all sound equipment/staging/power point/props/etc. for your event.

***PLEASE LIST ANY OTHER ITEMS OF INTEREST THAT YOUR GROUP WOULD LIKE TO REQUEST FROM THIS BOOKING AGREEMENT (i.e. - TIME LIMIT; SUBJECT MATTER; LINE-UP; SPECIAL NEEDS; DOOR PRIZES; POSTERS; LITERATURE; OTHER):**

Note: Additional items and instructions should be attached to this Agreement Form.

Note: DRM, Inc., is a 501 c 3 tax deductible organization and all Speaker Fee funds made payable to Deborah Ross Ministries, Inc., go to further the gospel through the work of this ministry. Currently, Deborah Ross does not receive a salary from Deborah Ross Ministries, Inc., of any kind.

Additional love offerings made payable to Deborah Ross that are received above and beyond the agreed upon Speaker Fee / Honorarium can be designated to bless Deborah Ross, personally – if you wish.

It is requested that your organization write a check to Deborah Ross Ministries, Inc., or simply DRM, for the Speaker Fee / Honorarium that is agreed upon at the time of booking. If your guests wish to give a personal love offering to Deborah Ross at the close of your event, they may do so by making their checks payable to Deborah Ross. Or, if you prefer, love offerings can be made payable to your organization and then one check can be written to Deborah Ross, the person.

PLEASE, don't hesitate to ask me any questions that you may have concerning the details of our booking process because I want to "serve" your ministry event with complete understanding, joy and peace - from beginning to end! All bookings are prayerfully set with the intent of accommodating your church/organization vision, budget and policies, as the Lord leads.

As the representative for _____,
I have read and agreed to the terms above.

Print Your Name: _____
Representative Responsible for Booking this Event

Your Signature: _____
Representative Responsible for Booking this Event

Today's Date: _____

Please mail this completed form along with all other attachments, brochures, tickets and etc. that are currently available along with your deposit to the DRM address above to secure your date(s).

Thank You and To God Be all the Glory!

1 Timothy 5:17-18

"Let the elders that rule well be counted worthy of double honour, especially they who labour in the word and doctrine. For the scripture saith, thou shalt not muzzle the ox that treadeth out the corn. And, The labourer is worthy of his reward."