



Carrick Ministries Foundation, Inc.
501 (c)(3) Non-Profit
 15647 N. 51st Place / Scottsdale, AZ 85254 (888) 880-6874

Guaranteed Minimum Ground Travel Event Agreement

Between (Church / venue): _____

 (Street Address / City, State & Zip Code / Telephone)

and (Artist) **Julie Carrick** for:

Event Date: _____
 (Day, Month, Date & Time)

Event Title: _____

You have chosen a *Free Will Offering Event with a guaranteed minimum. The parish is responsible for the difference if the offering is less than the reduced honorarium amount. (see table below) This is en lieu of our standard Parish Event Honorarium. There is no additional charge for the weekend where Artist is present for weekend liturgies. 1, 2 or 3 Day event are the actual event day(s).

- Please select 1, 2 or 3 day event. 1 Day \$750 (Guaranteed Minimum instead of \$1500 1 Day Fee)
 2 Day \$1000 (Guaranteed Minimum instead of \$2450 2 Day Fee)
 3 Day \$1500 (Guaranteed Minimum instead of \$3250 3 Day Fee)

Event will also include morning sessions when chosen. Please indicate parish choice.

Yes Morning Session at _____ / No Morning Session
 (Start Time)

Non-Refundable Deposit amount covers Travel, Lodging, Fuel, Meals, Promotional Materials & Administrative Fee and is needed to confirm your date. Checks Payable To: Carrick Ministries Foundation

Deposit: \$395.

Administrative Fee covers our office, admin and insurance expenses as well as design of promotional materials.

Venue Size _____ **Pastor/ POC** _____
 (Seating Capacity)

Contact Person: _____
 (Name, Email Address & After Hours Phone Number)

Requirements

It is necessary that pastor(s) support this event with pulpit announcements. We require a good effort be made to help insure a full venue. This allows us to offer this type of Event Option. We will supply you with jpeg and pdf for Bulletin and sample Pulpit announcements. Images can be used easily for social media. We ask if possible, that the pastor give the artists a blessing just prior to the start of the event.

Sound System: Most Church systems are sufficient as long as they have 2 vocal microphones, full size tuned piano (an 88 key electric keyboard, with foot pedal, will suffice) and one additional standard microphone cable to be used for the Ipod that Julie will bring with and use. We have the necessary adapter for the Ipod & Direct Box. There must be a person to operate the sound system or, at minimum, be there for the set up to show the artist how to turn it on and make any adjustments. *(If need be we can bring in a Bose mini system from the tour bus.)*

Tour Bus / Motorhome Details: We will be traveling and lodging in a 40' Diesel Motorhome. Please reserve an area on the parish grounds near a Designated 20 Amp electrical outlet. (Note: The electrical outlet should not be used by any other appliance, devices etc. We will bring the appropriate adapters to plug our cabling into. 20 Amp is the minimum size we need. We are set to use 20, 30 or 50 amp and have connectors for all these sizes.) ~ If the parish has **Wi-Fi** available please provide the **Network Name & Password:** _____

***Free Will Offering:** Carrick Ministries Foundation is a 501 C3 Non Profit EIN#01-0843858

The Free Will Offering will be asked for by artist and collected during the event. The offering should be collected with the assistance of your ushers and placed in the bank bag provided by CMF, Inc. This should be counted together with at least one of your ushers to verify the amount for the purposes of the guaranteed minimum. It will be processed by the Carrick Ministries staff . The tax deductible receipt / form is provided by Carrick Ministries in the pew during the event for those in attendance.

Merchandise Table: In the vestibule / narthex area a table is needed for CDs / DVDs that will be sold. One volunteer is needed to assist in selling these items at the end of the event. The artist will set-up, explain and help with the sales. We will be accepting Visa, MC & Discover credit cards with a very simple machine, as well as checks and cash. This table will be used after all Masses if the date includes the Liturgical Celebrations.

Artist Needs: 4 bottles of water at room temperature, 2 small bottles of juice. (Any fruit is fine but please 100% juice. No artificial sweeteners. The least expensive are Apple or Grape.)

Ushers: 2 Volunteers are needed who will seat the attendees and assist in passing the baskets for the Free Will Offering that will be taken up for Carrick Ministries.

Set-Up/Sound-Check Timeframe: The set up should be done 1 hour prior to the event start time. Sound-Check should be done at this same time. After the Sound-Check and prior to the start time, it is requested that the pastor / responsible party have a time of prayer with artists and any who are assisting with the event.

Event in Conjunction with Parish Liturgies: When Artist is in the parish for a weekend, they will be there for all the weekend Masses. Artist will sing a prelude song as well as during the reception of Holy Communion. Also Artist will do a brief invitation for the event during the announcement time at each Mass. We will need a table set up for CD / DVD / Religious Articles sales after all Masses. For this ground tour the artist has an assistant for this. We will only need a person for table assistance after the event itself.



Julie Carrick
Artist / Contracted Presenter / CMF, Inc

Pastor / Venue Representative

Dated: _____

~ Please sign, date and return one original agreement to Carrick Ministries along with
Payment upon receipt. ~

If paying deposit / prepay amount with credit card, please fill in the required information:

Credit Card Number: _____ Expiration Date: _____

Name as is appears on credit card: _____ CVV2# _____

Billing statement address of Card-holder: _____

Total to be paid by credit card including 3% processing fee: \$406.85