



Carrick Ministries Foundation, Inc.

501 (c)(3) Non-Profit

15647 N. 51st Place / Scottsdale, AZ 85254 (888) 880-6874

Honorarium Paid Event Agreement

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Between (Church / Venue): St John the Evangelist / Knights of Columbus Council #12983

8701 NE 119th Street / Vancouver, WA 98662 / 360-573-3325
(Street Address / City, State & Zip Code / Telephone)

and **Julie Carrick** for (Event Date): Divine Mercy Sunday / April 28th, 2019 / 4:00 to 5:30 PM
(Day, Month, Date & Time)

Event Title: The Fidelity & Mercy of Jesus

You have chosen an Event with Carrick Ministries Foundation paying the standard event Honorarium.
(When the weekend precedes the event it is included in the Honorarium.)

Please select 1, 2 or 3 day event. ☒ 1 Day \$1500
☐ 2 Day \$2450
☐ 3 Day \$3250

Honorarium also includes morning sessions when chosen. Please indicate parish choice.
☐ Yes Morning Session at _____ / ☐ No Morning Session
(Start Time)

Non-Refundable amounts are for Travel and 20% Deposit of the Honorarium.

Travel: \$ 500.00. (This is for Airline, rental car etc. which we do our best to find the lowest fares and costs.)

20% of Honorarium: \$ _____.

Lodging is required for the day of arrival and for all event nights. Please initial how lodging will be provided.

☐ Hotel "Room & Tax Prepaid" by the hosting Church / Venue
☐ Retreat House / Parish on-site lodging appropriate for woman traveling solo.
☒ Guest Room with host near parish appropriate for woman traveling solo. (This must be with a household that is accustomed to hosting mission speakers / presenters with private space for Artist.)

Meals: Please select how meals will be provided.

☐ Per Diem for Travel Day and Days in Parish x \$28 = \$ _____ (Artist responsible for own meals.)
☒ Meals will be provided at parish / hosting household. (**Please note: SEVERE ALLERGY TO MUSHROOMS!**)

Total Non-Refundable amount due with signed contract is \$ \$500.00. Checks payable to Carrick Ministries.

\$ 1500.00 is due when Artist arrives.

This is the balance of the Honorarium \$ 1500.00, and \$ 0 for meals.

Venue Size _____ **Pastor/ POC** POC: Dan Hernandez KofC Representative
(Seating Capacity)

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

Requirements

It is necessary that your pastor(s) support this event with pulpit announcements. We require a good effort be made to help insure a full venue. We will supply you with Promotional Materials as jpeg and pdf files to insert in Bulletin & Sample Pulpit announcements. These are also good for use in social media. We ask that the pastor be available to give the artist a blessing just prior to the start of the event.

Sound System: Most Church systems are sufficient as long as they have 2 good 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 Artist will bring with and use. We will bring 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.

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: 3 bottles of water at room temperature, 2 small bottles of juice. (Any fruit is fine but please 100% juice. No artificial sweeteners.) When there are multiple Masses on Sunday that the artist is participating in, it would much appreciated to have some lite food in between. (i.e. Banana, Boiled Egg, small bagel with lite cream cheese, etc.)

Ushers: 2 Volunteers are needed who will seat the attendees, hand out programs and hand out prayer intention slips that artist will be bringing for attendees.

Set-Up/Sound-Check Timeframe: The set up should be done 1 hour prior to the concert 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 artist and any who are assisting with the event.

Event in Conjunction with Parish Liturgies: When the Artist is in the parish for a weekend, she will be there for all the weekend Masses. Artist will sing a prelude song as well as during Communion. Please inform the music directors as soon as possible so they do not prepare music that won't be used. **Note:** During Mass Artist will need only a microphone at the piano and will accompany herself. Please have the director(s) call our office to confirm they are expecting this. ~ Artist will make a personal invitation during the regular announcements time. She will need a table set up for CDs and Religious Articles that will be sold after all Masses. She will only need the volunteer after the event itself, not after the weekend Masses. **Initial here _____.**



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: \$_____.