



## HOST MINISTRY FORM

Please complete this Host Ministry form and a confirmation will be emailed to you.  
Forward event flyer to: [deirdrelcunninghamenterprises@gmail.com](mailto:deirdrelcunninghamenterprises@gmail.com)

### CHURCH/EVENT DETAILS

Name of Church Ministry:

Name of Pastor and Spouse:

Address of Church/Ministry:

Church email address:

Executive/Administrative Assistant information:

Cell phone:

Email Address:

### ENGAGEMENT DETAILS

Date of Engagement:

Time of Engagement:

Location of Engagement (if different from church):

Theme:

Scripture:

Are there other invited guests?

If yes, Please list other guest:

Seating capacity \_\_\_\_\_ Expected Attendance \_\_\_\_\_



#### **ORDER OF SERVICE**

What time does service start?

What time does Praise & Worship Begin?

What time will Pastor Cunningham be up to Minister?

How much time will be allotted to minister?

Please e-mail a tentative program that details the order of service.

#### **HOTEL ACCOMMODATIONS**

Name of Hotel:

Address of Hotel:

Phone number of Hotel:

Pastor Cunningham's Confirmation number:

#### **GROUND TRANSPORTATION**

Where will Pastor Cunningham be greeted when she arrives at the airport?

Name of Driver:

Cell Phone Number:

Distance from Airport to Hotel:

Distance from Hotel to Church/Venue:

#### **AIR TRANSPORTATION**

Name of Airline:

Confirmation number:

Flight Number:

Please ensure that there is at least one extra person (besides the driver) to meet Pastor Cunningham at the airport. We request that you only pick up Pastor Cunningham and no other guest. Thank you

**MERCHANDISE**

Will your Ministry be able to provide a table for product sales? \_\_\_\_\_  
Products include Books, T-shirts.

**HONORARIUM INFORMATION**

A minimum honorarium of \$500.00 is reserved for Pastor Deirdre Cunningham.

*I would like for Pastor Cunningham to raise an offering at the conclusion of service. \_\_\_\_\_.(Initial)*

*I will meet the minimum honorarium of \$500.00 \_\_\_\_\_.( Initial)*

**FOOD PREFERENCE**

Before and after speaking Pastor Cunningham prefers:

**Beverage**

Before: 4 bottles of Spring water (room temperature)

After: 4 bottles of Spring water (room temperature)

**Food**

Fresh Fruit; 100% juice

**EXTRA NOTES**