

MINISTRY INFORMATION CHECKLIST

Today's date _____

Name _____ Position _____

Church Name _____

Address _____

City _____ State _____ Zip _____

Church Phone _____ Home Phone _____

Email Address _____ Website _____

Nature of Ministry Opportunity (eg. concert, revival, etc.) _____

What should Charles be prepared for (i.e. message & song, concert, mini-concert, 2-3 songs, approx. time expected, etc?) _____

Date(s) of Ministry Opportunity _____

Description of Ministry Location _____

Love Offering

Charles is committed to serving where God leads him, regardless of a church's size or financial ability. He does ask, however, that a love offering be taken to help defray the costs related to the ministry.

Ministry-Related Expenses

While Charles will not turn away any opportunity to minister through music, every effort made to cover his travel, housing, and meal expenses while serving with you is greatly appreciated.

Housing

While a hotel/motel would be fine, Charles is equally comfortable staying in a member's home if that would help curb your costs. We would only request that this be a home without indoor pets, due to allergies.

Please list accommodation info: _____

Name: _____ Phone: _____ Meals

Charles would prefer to eat mid-day rather than late at night following a concert or other ministry opportunity whenever possible.

Travel

Charles Graham Ministry typically arranges Charles' travel needs, but again, every effort should be made to help defray the costs incurred to arrive at your destination.

Equipment

Charles travels with an iPad holding his songs. Therefore, he would like to have some advanced knowledge of your capabilities. Please check all that apply...

- Microphone
- 3.5mm audio cable(to plug into iPad)
- Floor Monitor
- A sound technician available at least one hour prior to the service time.
- Charles will need a 6' table on which to display CDs, tapes, brochures & newsletters.

Thank you for the opportunity of ministry. I am looking forward to what God will do during our time together. You have the right to edit any of the above items before signing and returning this checklist. If you have questions related to any of these matters, please contact Charles Graham Ministry @ (870) 300-9319 between the hours of 9:00 a.m. and 5:00 p.m. Central Standard time.

***Please Scan and Email direct to charlesgraham2000@yahoo.com**