



**Carrick Ministries Foundation, Inc.**

**501 (c)(3) Non-Profit**

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

**Honorarium Paid Event Agreement**

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Between (Church / Venue): \_\_\_\_\_

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

and **Julie Carrick** for (Event Date): \_\_\_\_\_

(Day, Month, Date & Time)

Event Title: \_\_\_\_\_

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 or 2 day event. \_\_\_\_\_ 1 Day \$2000  
\_\_\_\_\_ 2 Day \$2950

Honorarium also includes morning sessions when chosen. Please indicate parish choice.

\_\_\_\_\_ Yes Morning Session at \_\_\_\_\_ / \_\_\_\_\_ No Morning Session  
(Start Time)

20% of Honorarium: \$\_\_\_\_\_.

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

**Travel:** \$\_\_\_\_\_. (This is for Airline ticket & rental car which we do our best to find the lowest fares and costs.)

**Ground Transportation:** (Choose One) \_\_\_\_\_ **Rental Car** **or** \_\_\_\_\_ **Driver for Presenter provided.**

**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 them..)*

**Meals:** Please select how meals will be provided.

\_\_\_ Per Diem for Travel Day and Days in Parish x \$30 = \$\_\_\_\_\_ (Artist responsible for own meals with this option.)

\_\_\_ Meals will be provided at parish / hosting household. **(Please note: SEVERE ALLERGY TO MUSHROOMS!)**

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

**Honorarium Balance of \$\_\_\_\_\_ is due when Artist arrives, Payable to Carrick Ministries.**

(If Per Diem is being paid en lieu of meals it is to paid with the Balance Due.)

**Venue Size** \_\_\_\_\_ **Pastor/ POC** \_\_\_\_\_  
(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 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 Tablet that Presenter will bring with and use. She will bring the necessary adapter for the Tablet & Direct Box. There must be a person to operate the sound system or, at minimum, be there for the set up to show her how to turn it on and make any adjustments.

**Merchandise Table:** In the vestibule / narthex area a table is needed for merchandise that will be sold. One volunteer is needed to assist in selling these items. She 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. **Initial Here:** \_\_\_\_\_

**Presenter Needs:** Bottled 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 she 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 prayer intention slips that she will be bringing for attendees.

**Set-Up/Sound-Check Timeframe:** The set up should be done 1 hour prior to the event start time. Sound-Check is to 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 her and any who are assisting with the event.

**Event in Conjunction with Parish Liturgies:** When the presenter is in the parish for a weekend, she will be there for all the weekend Masses. She 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 she 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. ~ Presenter will make a personal invitation during the regular announcements time. She will need a table set up for merchandise that will be sold after all Masses. She will need one volunteer to assist after the weekend Masses.

**Initial Here** \_\_\_\_\_.



Julie Carrick  
Artist / Contracted Presenter / CMF, Inc

\_\_\_\_\_  
Pastor / Venue Representative

Dated: \_\_\_\_\_

\*\*In the event of illness of the presenter, we may provide an alternative presenter from Carrick Ministries at hosting venue's approval or reschedule for a later date. / If the hosting venue cancels within 30 days of the event the full balance is due and payable.

~ 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: \$\_\_\_\_\_.