

# LADY ENGLEMAN MINISTRY REQUEST FORM



Please fill out and email it to: [booking@ladyengleman.com](mailto:booking@ladyengleman.com) or fax to 513.297.0981. Please return this form within one week of receipt and 2-3 weeks BEFORE ministry engagement. Lady Engleman clears ALL engagements with her spiritual covering, before accepting and is asking that ample time be given to do so.

## GENERAL INFORMATION *(Please type or print)*

Ministry/Event Name: \_\_\_\_\_

Pastor Name/Spiritual Covering: \_\_\_\_\_

Ministry Address: \_\_\_\_\_ Suite # (If Applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person/Event Coordinator: \_\_\_\_\_

Phone # : \_\_\_\_\_ Cellular #: \_\_\_\_\_ Fax #: \_\_\_\_\_

## ENGAGEMENT DETAILS

Theme of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Location of the Event (if different from the church): \_\_\_\_\_

Address: \_\_\_\_\_ Suite # (If Applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # : \_\_\_\_\_ Cellular #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Is this a ONE-TIME event or a re-occurring event? \_\_\_\_\_

What type of ministry are you requesting?

\_\_\_\_\_ Song selections (# of selections \_\_\_\_\_) \_\_\_\_\_ Seminar \_\_\_\_\_ Praise & Worship

\_\_\_\_\_ Interview \_\_\_\_\_ Other (Please describe \_\_\_\_\_

\_\_\_\_\_ )

Will musicians be provided? \_\_\_\_\_ If so, will there be rehearsal time available BEFORE the event? \_\_\_\_\_

When? \_\_\_\_\_

If no musicians will be provided, will there be accommodations for Music Tracks? \_\_\_\_\_

Is there a time set aside for Sound Check? \_\_\_\_\_ If so, when \_\_\_\_\_

Will Lady Engleman be able to sell product at this event? \_\_\_\_\_ Table available? \_\_\_\_\_

Will you be able to provide a flyer for the event? \_\_\_\_\_ (if so, email to Info@ladyengleman.com)

Promo Materials Needed from Lady Engleman:

\_\_\_\_\_ Pics \_\_\_\_\_ Bio \_\_\_\_\_ News Release \_\_\_\_\_ Sample CD \_\_\_\_\_

Other \_\_\_\_\_ If so, please describe: \_\_\_\_\_

\_\_\_\_\_

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**HONORARIUM:** Lady Engleman comes to your event to minister to the people of God as she has been gifted and called to do so in word and/or song. A preset honorarium is not established; (*we do, however, ask that ALL expenses are absorbed by the host*); we are more than willing to accept a Love Gift according to your budget.

**ACCOMODATIONS (If Applicable):** *\*\*To be taken care of by host church or organization\*\**

Hotel Name: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # : \_\_\_\_\_ Cellular #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Confirmation #: \_\_\_\_\_

**TRANSPORTATION** (*please fill out area that applies and sign*):

*\*\* We request that Airline reservations be made for events that are more than 4 hours from the city in which Lady Engleman resides; unless otherwise discussed \*\**

**OUT OF CITY** in which Lady Engleman resides; when traveling by car please note, we ask that a \$.45 cents per mile reimbursement be made available after engagement.

I have read the above and understand that a \$.45 cent per mile reimbursement will be made available after engagement.

Event Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OUT OF CITY** in which Lady Engleman resides; when traveling by any other mode of transportation please fill out the following. *\*\*Airline or any other mode of transportation accommodations and arrangement should be made by the host\*\**

Who will greet Lady Engleman at the airport? (if anyone) \_\_\_\_\_

Phone#: \_\_\_\_\_ Alternative Phone #: \_\_\_\_\_

Airline \_\_\_\_\_ Flight Number \_\_\_\_\_ Confirmation # \_\_\_\_\_

I have read the above and understand that all airline and any other mode of transportation accommodations are to be made by me (host church/even coordinator).

Event Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_