

DANIEL K. NORRIS MINISTRIES
BOOKING REQUEST FORM

Steve Hill Ministries
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Thank you for your interest in booking Pastor Daniel Norris for your ministry event. Please take a moment to fill out our Booking Request Form. Upon receipt of this form, we will consult our ministry calendar, pray over your request, and contact you with our availability. Thank you again!

Contact Name: _____ Position: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

Name of Church/Organization: _____

Senior Pastor's name: _____

Dates/ Times Requested: _____

Type of Event: _____

Event Name: _____ Expected Attendance: _____

Is there a specific theme for your event? _____

Is there a particular subject for the message? _____

How did you hear about Pastor Daniel? _____

"SUCH IS THE GENERATION OF THOSE WHO SEEK HIM, WHO SEEK YOUR FACE, O GOD OF JACOB..." PSALM 24:6

DANIEL K. NORRIS MINISTRIES TRAVEL POLICIES & PROCEDURES

The following is an overview of Pastor Daniel's expectations for his time of ministry with you. If you have any questions, please feel free to contact us.

[airfare policy]

The church or organization for which Pastor Daniel will be ministering will cover two coach airline tickets when needed. This will include Pastor Daniel and his wife, Jenna, or an assistant who will serve as his armor bearer. If in the case Pastor Daniel travels alone, one coach ticket will be sufficient. We will be responsible for booking the tickets, and will provide the church/organization with the flight itinerary and invoice.

[transportation / rental car]

The church/organization is responsible for Pastor Daniel and his companion's transportation. This includes, but is not limited to, transportation to and from the airport, church and hotel. A rental car is usually not necessary. We will let you know in advance if a rental car is required.

[hotel accommodations]

The church/organization is responsible for hotel accommodations for Pastor Daniel and his companion. Please keep in mind that the hotel is his home away from home.

[ministry time]

Pastor Daniel prefers to use a wireless handheld microphone if available. Please provide a bottle of water at the podium. Pastor Daniel will often use illustrations to emphasize the message. We will let you know in advance what may be needed, if in the case it cannot be brought in his travel.

[financial / giving]

An honorarium/love offering is greatly appreciated and will be a blessing to Pastor Daniel and his ministry. A W-9 form will be sent to your ministry for your records.

[promotional information]

We will be happy to provide a biography and photograph for promotional purposes at your request.

[audio / video recordings]

Pastor Daniel asks that the church/organization provide us with a copy of all audio or video recordings of the services.

[ministry materials]

Pastor Daniel has several DVD's and CD's series he will bring with him. We would appreciate that you provide a table and personnel to take care of product sales.

