



Engagement Request Form

Evangelist Anntwanique D. Edwards would like to thank you for this invitation to minister and will prayerfully consider your invitation. The following prerequisites require a reply from your office before we can provide a confirmation. **The date has been booked, tentatively, but please return this form for our records with appropriate signatures for final confirmation.**

Ministry Date(s): _____

Location of Engagement: _____

Primary Contact: _____

Seating Capacity: _____

Purpose (guest speaker, workshop facilitator, etc): _____

ADVERTISEMENT

What type of publicity will you provide for this function?

- | | | |
|---|----------------------------------|--|
| <input type="checkbox"/> Television | <input type="checkbox"/> Flyers | <input type="checkbox"/> E-mail |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Posters | <input type="checkbox"/> Social Media (Facebook, Twitter, etc) |
| <input type="checkbox"/> Post Mail/Mailing List | <input type="checkbox"/> Direct | <input type="checkbox"/> None |

****All lines below this point should be initialed, documenting that each has been carefully read and reviewed.***

ROUNDTRIP TRAVEL ACCOMMODATIONS (to/from city of the engagement)

It is expected that all travel accommodations will be arranged by your organization. *Note: It is not customary for Evangelist Edwards to travel alone. Arrangements are needed for the cost of her spiritual companion/armor bearer. However, Divine Ministry will cover the cost of airfare for any additional parties beyond her one companion.*

_____ Car Rental (Evangelist Edwards will provide receipts)

_____ Personal Vehicle (Gas Mileage/Per Diem for wear/tear of vehicle)

_____ Airfare (To be booked by your office)

GROUND TRANSPORTATION (travel while in the city of the engagement)

_____ Car Rental (upon arrival to airport)

_____ If Evg. Edwards is flown in and no rental car is available, please name the person(s) responsible for picking her from the airport, taking her to services, etc. Please provide their full name and contact numbers, including a cell phone number:

LODGING/HOTEL ROOMS

*Standard Double-beds/non-smoking rooms at hotels ranked a minimum of three by AAA Standards. Only one room needed if Evg. Edwards is traveling with one companion, unless companion is a male member of Divine Ministry.

_____ Please indicate the number of rooms you will provide for this function: _____

MEAL(S)

*If Evangelist Edwards is staying overnight, please provide breakfast, lunch, and dinner for her and her guest (when applicable).

_____ Indicate number of meals you will provide or if you plan give per diem for meals:
of meals: _____ or per diem amount: \$_____

TYPES OF BEVERAGE(S) Requested for Time of Ministry

* NO ICE/Frozen Drinks. Most of the time water is sufficient.

_____ Zephyrhills Bottled Water (Room temperature preferred or slightly chilled)

_____ Ocean Spray Cranberry-Grape Juice (chilled)

_____ *Warm Herbal Tea with Honey (*during winter months only and only as requested*)

HONORARIUM

_____ Evangelist Edwards does not have a set fee for this type of ministry. However, she requests that you seek God to appropriately provide a seed offering for her ministry gift. You may determine a set honorarium to be approved prior to her arrival or make arrangements to either split the offering between her and the ministry, or raise a special offering for her at the time of the engagement. We ask if any offering raised does not meet her personal expenses, then your ministry would please provide an additional love offering. Note: If this is a hardship, please contact Michelle Durant at (352) 281-5164 to discuss the best way to be a blessing to Divine Ministry and the woman of God.



MINISTRY RESOURCES/PRODUCTS

_____ Evangelist Edwards will be allotted space to have ministry resources for sale

_____ Your ministry will provide 2 volunteers to help with the sale of the ministry resources (All checks will be made payable to Divine Ministry, Inc.)

_____ The services may be taped, but may only be sold with prior permission of Evg. Edwards. All photographs of Evg. Edwards may only be added to the internet/used as advertisement after being viewed and approved by Divine Ministry. Evg. Edwards will be given rights to share services/photographs with the general public.

HOST AGREEMENT

I acknowledge and understand that to facilitate the most effective time in ministry, the above mentioned areas must be appropriately organized. Each point must be addressed prior to Evangelist Edwards arriving for this service. Our organization agrees to provide each as indicated above so that Evangelist Edwards will be free to minister. I assert that the person signing below has the authority to ensure all above details are carried out.

Printed Name of Host: _____

Title: _____

Signature of the Host: _____

Date: _____

Evg. Edwards has an earnest desire to be a blessing through ministry. She does not desire to cause hardship to your ministry. If the terms are difficult to fulfill, please contact Michelle Durant, Business Manager, at (352) 281-5164 in an attempt to find a solution that is agreeable to all parties and leaves God glorified.