



VISITING MINISTRY INFORMATION

Instructions: Please complete and return the Love City Church visiting Ministry Information Form to:

Email: info@lovecity.church

U.S. Mail: Love City Church, 521 N. Main St., Gloversville, NY 12078

Speaker/Guest Name:	Date(s) of Ministry	Fax #
Name of Ministry:		
Home Telephone	Cell Telephone	Office Telephone
Mailing Address:		
City:	State:	Zip:

REQUIRED INFORMATION

Is the ministry Tax Exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Tax ID #	Social Security #
Name (as it will appear on honorarium)	Will accept free-will offering? <input type="checkbox"/> Yes <input type="checkbox"/> No	Set Fee Amount <input type="checkbox"/> \$ _____
W-9 Form: Please complete and return the W-9 form attached		

TRAVEL INFORMATION

Would you like LCC to make your travel arrangements? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you have someone traveling with you? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Relationship:

Airfare policy for guest speakers: LCC will provide coach airfare for you and your spouse for flights booked 21 days in advance at SuperSaver rates. Any over-charge amounts will be the responsibility of *your* ministry. For a private plane or charter, LCC will reimburse your actual expenses, not to exceed \$1,500.

MINISTRY MEDIA and PRODUCTS

Will a media table be required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please complete the <i>Guest Speaker Media Table Information Form</i> on reverse/next page.	Will you be using other media, such as a USB flash drive, CD, DVD, PowerPoint Slides, ProPresenter, etc. as a part of your ministry? <input type="checkbox"/> No <input type="checkbox"/> Yes Type of media: _____ If "Yes", be sure to arrive 30 minutes early so that the Creative Director can work with you to test/set-up PRIOR to the start of service.
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LCC Dress Code: Business casual

– Men: Collared or mock turtle neck shirt, dress slacks or nice denim pants, closed shoes.

– Women: Blouses with slacks; modest dresses (length to the knees), closed shoes or sandals with back straps

LCC Host Pastor:	Form Completed By:
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Guest Ministry/Speaker - Media Table Information Form

Speaker/Guest Name:	Date(s) of Ministry
Will the products/materials be shipped ahead of your arrival? If yes, please send them no more than one week in advance of your ministry date.	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many 8-foot tables will you need?	
How many workers will be required to attend the table?	
Will the workers be setting up your materials for you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you provide the workers with instructions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you accept credit cards for payment? If so, do you accept?	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
How will your materials be priced?	<input type="checkbox"/> Individual <input type="checkbox"/> Price sheet
To whom should personal checks be made?	
Other information you would like to share with us	

LCC OFFICE USE					
Instructions: Complete the following section if LCC will provide transportation, housing or handle the guest's media.					
Ground Transportation			Rental Car		
Identify Who Will Pick up/Transport					
Airport Arrival	Return to Airport	Local Transportation	Transportation to Services		
Air Transportation:					
City	Date	Time	Flight #	Seat #	Airline
Departure					
Arrival					
Return					
Special Needs:					
Media					
Name of Individual(s) Responsible					Confirmation Date/By: -
Housing:					
Hotel		Check In Date:		Check Out Date:	
Condo:		Check In Date:		Check Out Date:	
[] Condo clean, ready for occupancy		By:		Date:	
[] Welcome Basket		By:		Date:	

Distribution: [] Travel [] Ground Transportation [] Media Table [] Housing/Housekeeping [] Welcome Basket