



FREEDOM RUN MINISTRIES®

BOOKING INFORMATION

TRAVEL –

Due to the nature of the topic, Freedom Run Ministries makes its own travel arrangements and then has the host Church reimburse expenses as detailed below (**before** the scheduled event) to ensure the security and safety of its team members:

- LOCAL:
 - Any events within 50 miles of Freedom Run’s headquarters (Zip Code: 02703) will require fuel charge reimbursement of 50.5 cents per mile.
 - Events over 50 miles in travel may require rental car reimbursement and fuel charge reimbursement of 50.5 cents per mile.
- AIR TRAVEL:
 - **Up to six (minimum of 3) round-trip airfare tickets.** Freedom Run will search for the most economical air fare to the closest vicinity of the event. Up to five team members may travel for a scheduled event.
 - Freedom Run will require rental car service upon arrival. The team prefers to transport itself to and from the hotel to the event site, and finds this works best for the team and the Host Church. Please provide directions from airport to hotel and from hotel to event **before** scheduled event. Rental car and fuel cost reimbursement is to be provided by the host Church.

ACCOMMODATIONS –

For security purposes, Freedom Run opts to reserve and occupy a hotel of their choice in close proximity to the event. The team typically stays at Hilton, Hampton Inn, Marriott, Courtyard by Marriott, or comparable (Local events within 30 minutes of travel will NOT need to provide accommodations.)

MEALS –

Any and all meals purchased by the team will require reimbursement before their departure. Receipts will be provided.

SALE OF MERCHANDISE –

Please provide the following:

- One (1) eight foot table in the lobby/vestibule for registration.
- One (1) eight foot table in the lobby/vestibule for display and sale of products.
- Two (2) **volunteers** to sell product before, during intermissions, and after the event.
- Freedom Run will provide a bank bag with petty cash and an inventory list.
- Please make all checks payable to **FREEDOM RUN MINISTRIES**.

At the conclusion of the event, the option is available to your Church Bookstore (if you have one) to purchase all remaining product at wholesale prices. Should you decline, the remaining product will need to be shipped either to our office or to the next event location. This information will be provided before the event and shipping labels will be provided at the event.

TECHNICAL INFORMATION –

Please provide the following:

- **(2) Lapel (or Earset) Microphones**
- Projector and Screen
- Adequate sound system with a reverb unit
- A sound engineer familiar with your sound system to be available at sound check and during the service
- Volunteer to man the computer
- **Bottled Water** (preferably room temperature)
- Please refer to **CONSIDER THIS Technical Requirements** for additional equipment needs.

PRE-EVENT REQUIREMENTS –

The Team will typically arrive 2 to 3 hours prior to the event for preparation. A host Church representative must be available to open the event facility for the team to conduct the following:

- Prayer in and around the event space
- Setup of the display and merchandise as well as equipment.
- Worship Team (Consider This) rehearsal and SOUND check.
- Instruction to volunteers and operators of equipment.

In an effort to minimize distraction, please have only required leadership, sound personnel, and merchandising personnel present at sound check time. After setup and sound checks are complete, the Team normally stays in a private area to pray.

PUBLICITY AND EVENT PROMOTION –

The Team is available to do radio and newspaper interviews by telephone, in advance of the event. Please refer all media requests to Chris Catarino at our business phone **508-639-9890** or e-mail [ccatarino@freedomrunministries.org](mailto:catarino@freedomrunministries.org)

EVENT COSTS –

The Host Church is responsible for securing the Event location and any associated charges for usage of such. Freedom Run Ministries will request that a **LOVE OFFERING** be taken for the event. In the case where offerings may not be taken for whatever reason, Freedom Run will provide the host Church with a fee based upon the scope of the event. Prior to booking the event, Freedom Run will provide an estimated list of the anticipated above referenced reimbursement charges. All donations plus remaining balances on reimbursements should be made payable to **FREEDOM RUN MINISTRIES**, and given to the Team prior to their departure from the event.

