

Melone Cook
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770-288-0099 Office Phone

HOST MINISTRY CHECKLIST

Thank you for your invitation. It is her desire to serve you with excellence. From experience, she has found it helpful to supply a list of needs that will help her to serve you.

Please schedule a time to talk with the Office Director, Tonya Wyche. I can be reached at 770-288-0099

***PLEASE NOTE: Due to several last minute cancellations, we have had to ask for a cancellation fee of \$300 if our office is not notified of the cancellation at least 12 weeks prior to the event. Thank you so much for your understanding.

Please complete, sign and return the ministry host list to our office immediately upon receipt of this email.

FLIGHT

___ Please provide a pre-paid airfare (if applicable) on **American Airlines** at least six weeks in advance of the scheduled gathering. She flies out of ATL Hartfield Intl Airport. ATL is the airport code. Please confirm the flight before purchasing.

****Please check with me BEFORE securing any travel arrangements. Flights that depart after 12PM EST are preferred.**

Flights will require the host ministry to pay for any and all baggage fees.

*Business class travel is preferred for trips over 5 hours.

**Please inform me if you are not able to accommodate travel arrangements for her travel assistant.

LODGING

___ Lodging provided by host church. Please secure a **non-smoking single room.**

**A double room will be requested if her travel assistant will be joining her.

MEALS

___ All meals are to be provided by the host church or ministry.

HONORARIUM

___ Please provide her honorarium **BEFORE** she leaves the ministry event.

*NOTE: Please do not ask to send it later.

*Please do not send the honorarium via PayPal.

* **Please make honorarium check payable to Melone Cook.** *While Mel does not have a set fee, please negotiate an honorarium of less than \$1000 for a two-day workshop or \$1500 if she is preaching or ministering in dance for your Sunday service. She is always willing to work within your budget! Just let her know.

*If it is a 1-day event (WEDDING, CONCERT, or Singing engagement Set fee of \$1500 without band/ and \$1500-\$5000 for Band Set local cities within a 2hr drive time. Flight is required outside of the Georgia area. Please note a \$150 deposit is require for booking. This singing set time for fee is for a 1hr set. Any time after 1hr can be negotiated. PLEASE NOTE...1-day meetings can be discussed further if needed.

TRANSPORTATION

___ Transportation to and from airport / to and from event provided by host church.

FOCUS

___ Please provide the topic(s) you would like her to minister based on your theme.

*See space below

___ If teaching classes will be a part of her assignment, please provide an aux cord that can connect her Ipad with speakers. Please let me know if a microphone with a mic stand can be provided for her teaching.

___ Please let me know if you can provide a table for her products and someone to assist her with the product table is needed.

___ For a Worship conference, a room with a sound system works best.

___ If you are requesting her to do a special, please confirm specifics as far as what you would like for Her to Minister.

___ Please send all pertinent conference information at least one month before the event.

*Please do not do any Facebook lives or post any pictures of Apostle Pamela without her permission. Thank you!

***Please indicate below if she will be speaking in any services. Please feel free to call the office with any questions. Ask for Tonya Wyche: 770-288-0099.

Please provide the following information:

Conference or Church name _____
Contact Person _____
Church / Home Phone _____
Address _____
City, State, Zip _____
Hotel Name _____
Hotel Address _____
Hotel Phone _____

Please provide any additional information that will help Pro. Melone Cook to prepare for her time with you. Feel free to use additional paper if necessary.

General theme of conference or worship service? _____

How many classes is she scheduled to teach?

Class titles? _____

Length of the classes? _____

Ages of the participants? _____

NOTE: She typically does not teach children under 12. She will be happy to suggest someone who can if you need a recommendation. :))

Number of people are you expecting? _____

Will she be ministering in the Word during the Sunday services or Conference services?

Yes Song Ministry _____ Yes Word _____

If yes, please give more details: _____

No Song _____ No Word _____

**Please include any other pertinent information I may need.

Thank you!

I agree to the terms above.

Date _____

Signature of host

Please Email completed Checklist to: _____

