

# Event Check List

Terry & Barbi Franklin	(615) 773-8480 office
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## **PLEASE READ THIS CHECK LIST AT LEAST 8 WEEKS PRIOR TO A FAMILY WORSHIP EVENT and 10 WEEKS PRIOR TO A SEMINAR DATE!**

We would appreciate you taking care of the following details. This will ensure a great time of ministry with the Franklins. Thank you for your time in tending to these necessary items.

### **Prayer Counselors:**

God is moving in greater depth than ever before through Terry & Barbi's worship events and retreats. We have found that where sponsors take prayer preparations seriously, the fruit is much greater. Terry & Barbi believe strongly in the importance of prayer preceding, during, and after their ministry. They request a coordinated prayer team be set up 3-4 weeks prior to the event for corporate and personal intercession. Terry & Barbi have been making Wednesdays a day of prayer and fasting for each week of ministry. If anyone in your church would like to join them and their ministry's prayer team in this, they would be thrilled. Also, the Franklins have suggested that you notify or request qualified individuals to be available if needed to serve as counselors during the prayer and commitment time of their worship ministry events.

### **Communications:**

Terry & Barbi can be reached nationwide the day of the event by cell phone at 1-615-585-7700. (It may not work if in flight, so please leave a message and they will return your call as soon as they are available.)

### **Sound & Projection System Requirements:**

If the sponsor has a multi-media projection system, they will use it rather than their own. They will bring a laptop computer with VGA cables for connections. They may choose to transfer their presentations to your computer, but they usually just plug their laptop into your projector system. They use a high-powered remote from the platform, so no one will need to run the programs once they get started. (If auditorium or sponsor does not have a video projection system, please let our office know in advance.) They will also need a screen or a white, flat wall for the image projection.

Unless a different arrangement has been made, Terry & Barbi will tie in their portable mixer to the "house" sound system. They will not need a hands-on sound engineer during their performance or retreat. They will send 2 balanced mic lines to the house sound system and set the main levels in advance of the program.

Sound System Equipment Sponsor will provide:

1. **High quality main speakers and main power amp** (should have a minimum 200 watts per channel). The speakers and power amp should be capable of covering the room where the worship or seminar event is held. (For outdoor concerts, please call Terry to verify the equipment you are providing.) If a question arises regarding the quality of available equipment or an existing "in house" system is not acceptable and rental is necessary, please call our office as soon as possible.
2. **Mic Stands.** One (1) standard mic stand center stage and two (2) boom type mic stands (one is used for Terry while singing at the piano/keyboard and the other is for Barbi's vocal mic).
3. **A synthesizer/electronic keyboard** should be placed stage left about six feet back from the front edge of the platform prior to the Franklins' arrival. **PLEASE BE SURE TO INCLUDE PROPERLY WORKING SUSTAIN PEDAL AND POWER SUPPLY.**

Terry & Barbi will generally arrive two and half to three hours in advance (with the exception of early Sunday AM concerts). Please provide someone to assist in the unloading of equipment and to assist the Franklins with set-up as they may need other various items for their set up process.

**Platform Set:**

Prior to the Franklin's arrival, we request that the platform area be cleared of the pulpit, chairs, etc. to expedite set up time. Two standard black music stands and two small tables (approximately 2' x 3') should also be placed on the platform. In addition, if Terry and Barbi are flying to your city, two matching stools (the low kind, if possible) should be placed center stage. Please have a pitcher of water & 4 cups or 4 bottles of water available on the platform near where they will be ministering.

**Concessions/Product:**

Product will be available after all presentations. Please provide an eight foot table at each entrance/exit for the sale of product (six foot tables are not long enough to hold all their titles). We ask that tables be placed in the area/s most heavily traveled by concert or retreat attendees. Please provide 2 people for each product table to assist in sales (for marriage retreats, this is necessary only during last break-time and at the end). This allows the Franklins to respond to other questions, comments, and ministry needs after their presentation. Volunteers are needed at the tables immediately after the event (please assign someone to get the change from Barbi in advance, as sometimes The Franklins are both needed for prayer afterwards).

**Lodging & Meals:**

Terry & Barbi will need one (1) motel room (unless two have been required in the agreement) with either one King bed or two double beds; and, if possible, a first floor, non-smoking room. The selected motel should be as close to the venue as possible. **Because of hotel legal regulations, simply providing a credit card number over the phone at the time the reservation is made does not pay for the room. Payment must be made in person,** in advance, unless sponsor has a direct bill set up with hotel. **Hotels will not allow check-in or a key to be submitted without a credit card signature in person.** Sponsor should be certain that payment arrangements (or billing) have been settled with motel before the Franklins arrive.

Meals are preferred **after** presentations and love to fellowship with you! They also appreciate breakfast available at the motel in the morning if at all possible. Meals that are not provided will be invoiced later.

**Transportation & Directions:**

If the Franklins are being picked up at the airport, you will need a minivan. Please phone ahead to see if flight is on time, then allow 15 extra minutes for baggage claim pick-up and meet them curbside at "arrivals." If they are providing their own transportation, they will need the **name of the hotel, the address, and confirmation number.** Please email this information one month prior to the ministry date if at all possible! If GPS's are known to lead astray to your church or hotel, please also email written directions to your church and/or hotel one month in advance. Thank you for tending to this detail!

**Honoraria and Travel Payments:**

Honoraria checks are payable to *Heart for the World, Inc.* (EIN# 75-2234423), and are due at the time of the event. Travel checks are payable to *Franklin Productions, Inc.* (EIN# 62-1483005) and should be sent 8 weeks in advance of their arrival to the above address.

If Franklins are flying, you will be invoiced directly at the time their tickets are purchased. If you are paying a flat travel expense fee, monies should be sent 8 weeks in advance of the date or upon receipt of the invoice. Your promptness is appreciated. Thank you!

**All of the things on this check list are requested to provide a most memorable event, one in which the Lord will be honored. If any questions or problems arise, please feel free to contact our office at 615-773-8480 or cell at 615-585-7700. We pray the Lord will bless the preparation, event, and follow-up of Terry & Barbi Franklin's ministry with you. Thank you for your time in tending to these details.**