

***Free Will Offering:** Carrick Ministries Foundation is a 501 C3 Non Profit EIN#01-0843858

The Free Will Offering will be asked for by artist and collected during the event. The offering should be collected with the assistance of your ushers and placed in the bank bag provided by CMF, Inc. This should be counted together with at least one of your ushers to verify the amount for the purposes of the guaranteed minimum. It will be processed by the Carrick Ministries staff. The tax deductible receipt / form is provided by Carrick Ministries in the pew during the event for those in attendance.

Merchandise Table: In the vestibule / narthex area a table is needed for CDs / DVDs that will be sold. One volunteer is needed to assist in selling these items at the end of the event. The artist will set-up, explain and help with the sales. We will be accepting Visa, MC & Discover credit cards with a very simple machine, as well as checks and cash. This table will be used after all Masses if the date includes the Liturgical Celebrations.

Artist Needs: 4 bottles of water at room temperature and 2 small bottles of juice per day. (Any fruit is fine but please 100% juice. No artificial sweeteners. The least expensive are Apple or Grape.)

Ushers: 2 Volunteers are needed who will seat the attendees and assist in passing the baskets for the Free Will Offering that will be taken up for Carrick Ministries.

Set-Up/Sound-Check Timeframe: The set up should be done 1 hour prior to the event start time. Sound-Check should be done at this same time. After the Sound-Check and prior to the start time, it is requested that the pastor / responsible party have a time of prayer with artists and any who are assisting with the event.

Event in Conjunction with Parish Liturgies: When Artist is in the parish for a weekend, they will be there for all the weekend Masses. Artist will sing a prelude song as well as during the reception of Holy Communion. Also Artist will do a brief invitation for the event during the announcement time at each Mass. We will need a table set up for CD / DVD / Religious Articles sales after all Masses. For this ground tour the artist has an assistant for this. We will only need a person for table assistance after the event itself.



Julie Carrick
Artist / Contracted Presenter / CMF, Inc

Pastor / Venue Representative

Dated: _____

~ Please sign, date and return one original agreement to Carrick Ministries along with
Payment upon receipt. ~

If paying deposit / prepay amount with credit card, please fill in the required information:

Credit Card Number: _____ Expiration Date: _____

Name as is appears on credit card: _____ CVV2# _____

Billing statement address of Card-holder: _____

Total to be paid by credit card including 3% processing fee: \$406.85