

## Booking Policy

Thank you for your inquiry and interest into Karen Adams Ministries.

If you have an interest in learning more about having her come to your church, we'd love to talk. Once you have completed the booking request information, one of our office staff will be back in touch with you as soon as possible. We will review your request in conjunction with Pastor Karen's calendar and contact you as soon as possible.

### **TRAVEL EXPENSES:**

One airline ticket will need to be provided for Pastor Karen. We will make the flight arrangements on our end (upon your approval) and will submit invoice for reimbursement upon receipt. Where distance allows (less than 6 hours), she will travel by vehicle and an invoice will be submitted for reimbursement of travel expenses prior to departure date.

### **OFFERING:**

Although Pastor Karen does not require a minimum honorarium, we do ask that a love offering be received for her at each service. We respectfully request an agreement that the offering be given to Karen Adams Ministries in its entirety at the close of the meeting(s). Please note that all travel and lodging expenses are to be considered separately from the offerings. {If you have a predetermined honorarium, please notify our office prior to engagement.} Checks should be made payable to Karen Adams Ministries and given to her personally.

### **ACCOMMODATIONS:**

We request a Non-Smoking room for Pastor Karen with Queen Size bed. She requests room be accessible from an inside corridor.

If you have any other questions, please do not hesitate to contact us at: (740) 286-3924.

Thanks again for inquiring!!