

Concert/Seminar 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 CONCERT and 10 WEEKS PRIOR TO A SEMINAR DATE!

We would appreciate you taking care of the following details. This will assure 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 concerts and seminars. 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 Prayer Warriors 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 concert ministry.

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 cables and a flash drive. They may choose to transfer their presentations to your computer, or they will just plug their laptop into your projector connections. They use a 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 projection.

Unless a prior arrangement has been made, Terry & Barbi will tie in a portable mixer into the "house" sound system. They will not need a hands-on sound engineer during their performance or seminar. They will send 2 balanced mic lines to the house sound system.

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 concert or seminar 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. One (1) standard mic stand center stage and two (2) boom type mic stands for singing at the piano/keyboard & for Barbi's violin.
3. A synthesizer/electronic keyboard should be placed stage left 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 4' x 3') should also be placed on the platform. In addition, 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 near where they will be ministering.

Concessions/Product:

Product should be made available before and after all presentations. Please provide two eight foot tables or three 6 foot tables placed end-to-end for the sale of product. (More may be needed depending on the size and/or configuration of the building.) We ask that the tables be placed in the area most heavily traveled by concert or seminar attendees. Please provide 4 people to assist in the sale of product (only 1 is necessary at the table before the presentation). This allows the Franklins to respond to other questions, comments, and ministry needs. These volunteers will be needed at the tables 30 minutes prior to the concert to get product information from Barbi. She will provide change to be used by those assisting.

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 (i.e. direct billing) have been settled with motel before the Franklins arrive.

Meals are preferred **after** concerts and seminar presentations. They would 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 directions to the ministry event sight and motel. Please send or fax directions 2-3 weeks prior to the ministry date. Please provide written directions as well as a detailed map from major highways closest to you. (NOTE: A hand drawn map is preferred. Internet maps are fine, but please print maps for each turn. (MapQuest has led the Franklins astray a few times!) You will be contacted in advance regarding exact arrival time.

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).

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.