



Word Up Ministries, Inc.

Post Office Box 5262
Old Bridge, NJ 08857

2012

To Whom It May Concern:

Thank you for your invitation to have Pastor Patty James as guest speaker for your event. Enclosed is a written agreement prepared to assist you as well as our administration. To assure the best possible experience for all involved. Please help us by reviewing filling out, signing, and returning the agreement. We will promptly confirm the requested date or all available dates. If you have any question or concerns you may call our toll free number at 877 WORDUP1 (877 967 3871). Information, Biography, and photo will be forwarded along with your letter of confirmation. Thank you again we look forward to fellowship with you.

Patty James
Founder/Teacher

Sateia Jefferson
Administrator/Treasurer

Casey Bell
Media

1 877 WORDUP1
1 877 967 3871
Fax: (215) 677- 3178
wordupinc@yahoo.com

www.wordupinc.org

God Bless You,

Patty James
Founder/Teacher

HOST MINISTRY RESPONSIBILITIES (OUT OF STATE)

TRAVEL ARRANGEMENTS (Travel section does not apply to local engagements)

- A minimum of one (1) airline tickets. The airlines of preference are as follows: Deltas US Air, United, and Continental. We reserve the right to change the time, Departure and Arrival city at anytime. Please purchase tickets that are refundable and changeable without a penalty.
- All tickets should be issued electronically and emailed to wordupinc@yahoo.org AND faxed to (215) 677-3178.
- Seating Preference for Pastor James -- Window
- Arranged ground transportation for Pastor James between airport, hotel, church and/or venue.
- Forward on your letterhead: the name, cell phone number of the driver and type of ground transportation.

HOTEL ACCOMMODATIONS (Hotel section does not apply to local engagements)

- One (1) hotel room reserved in the name of Patty James
- Please be sure that a major credit card is placed on file at the front desk to cover all hotel expenses for Patty James.
- Hotel should have 24 hour room service or at least service until midnight.

MEALS

- Before preaching: water Patty James preference which her Armor bearer will have should they travel with her. If not, Host Ministry is responsible to have someone assigned to Patty James who will provide the above.
- After preaching: Patty James would like to return to her hotel immediately after service. Dinner out is not preferred if the hotel has 24 hour service, However, should your ministry host dinner after service, accommodations can be made with advance notice.

Unexpected Travel Expenses

Any unexpected travel expenses incurred by WUM,I in connection with host ministry is the responsibility of the Host Ministry All reimbursement checks should be made payable to and sent to:

Word Up Ministries, Inc.

Attn: Sateia Jefferson

PO Box 5262, Old Bridge, NJ 08857

HONORARIUM

Patty James does have an honorarium. However, it is not the policy of Patty James or that of the Word Up Ministries, Inc. to financially over tax any ministry. As such, if you need to discuss the above honorarium prior to the engagement, please feel free to contact the WUM,I Administration. Equally, should the above honorarium meet with your budget, please note that Patty James will expect the above amount in the form of a check or cash at the end of her ministry time with you. The signing of this agreement implies your acceptance in its entirety and therefore prove binding. Please be assured that your event can adequately host the speaker without decreasing your church/ministry.

MEDIA REQUEST

Forward a copy of the recorded service of Patty James engagement in the form of cassette, CD, DVD, or video, which ever you have available. WUM,I reserves the right to air the date of Patty James engagement with you for any broadcasting or advertising. The Master copy should be sent to PO Box 5262, Old Bridge, NJ 08857— Attn: Mr. Casey Bell within 7 days of engagement should one not be available at the time of engagement.

CONTACT INFORMATION

Mrs. Sateia Jefferson

Administrative Assistant

PO Box 5262, Old Bridge, NJ 08857

(877) 967-3871

(215) 677-3178- Fax

E-mail: sateiab@yahoo.com

Casey Bell

Tape Ministry Manager

PO Box 5231

Old Bridge, NJ 08857

(609)879-9631 – Cell

E-mail: wuadvisors@yahoo.com

ENGAGEMENT AGREEMENT

CHURCH/MINISTRY DETAILS

Name of Ministry _____

Name of Pastor _____

Church Address _____

Mailing Address (if different) _____

Church Number _____ Fax _____

Church website _____

Executive/Administrator to the Pastor _____

Office Number _____ Fax _____

Home _____ Cell _____

Email _____

ENGAGEMENT DETAILS

Date of Engagement _____ Time _____

Location of Engagement _____

Address _____

Phone Number _____

Theme _____

Scripture _____

Is this a conference? Yes No

If yes, please provide the names of other confirmed guests, along with their ministry dates

Seating capacity _____

Age to be addressed _____

Racial mix _____

Expected attendance _____

Gender to be addressed
(women, men, youth)

ENGAGEMENT DETAILS CONTINUED

What time does praise and worship begin? _____
What time does service start? _____
What time will Pastor James be up to preach? _____
How long would you like Pastor James to minister? _____
What forms of advertisement will you be using to promote this engagement?

Are there any special events before or after service that you would like Pastor James to attend?
Yes No

If yes, please explain

HOTEL ACCOMMODATIONS

Name of Hotel _____

Address _____

Phone Number _____

Fax Number _____

Confirmation Number _____

Distance from the Church _____

Distance from Airport _____

GROUND TRANSPORTATION

- Please ensure that one extra person in addition to the driver meets Patty James at the airport.
- Where will Patty James be greeted when she arrives at the airport?

PRODUCTS

Patty James will have her Ministry Products available to sell while she is with you. In the event her Tape Ministry Manager (TMM) is not traveling with her, please fill out the following: Please call WUM,I Administration to confirm if Patty James' TMM is traveling with her (*Out of state*).

Name of person receiving / handling product _____

Mailing Address _____

Phone Number _____ Fax _____

Delivery Times _____

Set-up Location _____

Is there a **Fee** for the Guests for this Event? No Yes, \$ _____

PLEASE INITIAL BELOW

- I have read the above in its entirety and agree with all of the terms included in Word Up Ministries, Inc. (WUM,I) Engagement Agreement.
- All of the information listed in the “Host Ministry Responsibilities” is correct. I agree to notify Mrs. Sateia Jefferson, Administrative Assistant to WUM,I in writing of any changes.

SIGNATURE AND DATE

Authorized Signature of Ministry _____
Date

Executive Administrator to Ministry _____
Date

Upon completion of these forms (3), please fax, in its’ entirety to Mrs. Sateia Jefferson, Administrative Assistant to Word Up Ministries, Inc. — (215) 677-3178 **and/or** mail to PO Box 5262, Old Bridge, NJ 08857