



## Ronna Harrison Booking Request

Thank you for contacting Harrison Ministries to book Ronna Harrison for your event. Please see the below information that we need from you to make sure we have everything we need to complete your booking.

Please return this questionnaire to [Harrisonministries@yahoo.com](mailto:Harrisonministries@yahoo.com) with any additional questions or requests that you may have for Ronna Harrison.

Blessings,

**Jason & Ronna Harrison**

Harrison Ministries

Greenwood, IN 46143

office: (317) 997- 6059

website: [www.harrisonministries.com](http://www.harrisonministries.com)

### BASIC EVENT INFORMATION:

Host Church: \_\_\_\_\_

Date of Interest: \_\_\_\_\_

Secondary Date of Interest: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Conference Topic/Theme: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Senior Pastor(s): \_\_\_\_\_

Point of Contact Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **ACCOMMODATIONS/TRANSPORTATION**

- Detailed conference itinerary
- Clear expectations from conference leadership of Ronna Harrison
- Travel Reimbursement & Honorariums made out to Harrison Ministries International
- Travel Expenses: Accommodations for Ronna Harrison
- Expenses should include:
  - Flight (if 6 or more hours from Indianapolis)
  - Fuel costs if flight is unnecessary
  - 1 Hotel room
  - Transportation during the conference with flexibility if flying.

## **HONORARIUM**

Honorarium Amount: \_\_\_\_\_

Please make honorarium check, payable to Harrison Ministries International and give to Jason or Ronna Harrison.

## **IF FLIGHTS ARE REQUESTED**

- All returning flights must be mid-day or later
- 3 tickets are required unless specified

Nearest Commercial Airport: \_\_\_\_\_

Airport Identifier: \_\_\_\_\_

Travel time from airport to hotel: \_\_\_\_\_

Travel time from hotel to facility: \_\_\_\_\_

## **GROUND TRANSPORTATION**

Name of Driver: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

## **HOSPITALITY PREFERENCES**

- Room temperature bottled water
- Cold bottled water (no ice)
- Coffee available before and after preaching
- Healthy snacks
- Meals are not required but are appreciated.

## LODGING

Please reserve 1 room under the name Ronna Harrison.

- 1 Double Queen, non-smoking room is appreciated for Ronna Harrison.

Hotel Name: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Confirmation Number: \_\_\_\_\_

Check-In Time: \_\_\_\_\_

Check Out Time: \_\_\_\_\_

## ADDITIONAL INFORMATION

Dress attire for event. Please check one.

Dressy  Dressy Casual (Jacket/no tie)

Casual  Very Casual (T-shirt/jeans)

Do you use PowerPoint?

Yes  No  If yes which program do you use? \_\_\_\_\_

## Request Details

**We are aware that some of these questions may not apply, you may leave blank or mark NA**

**1. What is your altar ministry plan? Do you have ushers, altar ministry workers that will help to catch as well as stay and pray through with the people Ronna has already ministered to in the altar? Will you be providing an additional armor bearer for Ronna Harrison?** \_\_\_\_\_  
\_\_\_\_\_

**2. What are the exact times when Ronna will be preaching? Do you have a specific schedule of events or order of service that you can share with us?** \_\_\_\_\_  
\_\_\_\_\_

**3. What are your overall expectations for Ronna regarding attending any events or meet & greets outside of the preaching request? Are there any events or meals that you would like her to be aware of and attend during the conference?**  
\_\_\_\_\_  
\_\_\_\_\_

**4. Will you remain the point of contact during travel days or will you have someone else that would be the point of contact that day for any questions or issues?**  
\_\_\_\_\_  
\_\_\_\_\_

**5. Will the conference be recorded or videoed? If yes, can we receive a copy of Ronna ministering?** \_\_\_\_\_  
\_\_\_\_\_

**6. Will there be a conference photographer? If yes, would we be able to have copies of Ronna ministering?** \_\_\_\_\_  
\_\_\_\_\_

**7. If applicable, will there be a driver from the airport, or do we need to rent a car?**  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for completing this form in its entirety and emailing it to Ronna Harrison at [harrisonministries@yahoo.com](mailto:harrisonministries@yahoo.com).

We would also like to thank you for inviting Ronna Harrison as your guest speaker. Please do not interpret any of the above requests as demands. If you have a question about any of the items above, please do not hesitate to contact us. Our only desire is to serve and bless you and your church.

## **CANCELLATION POLICY**

Harrison Ministries shall not be liable for failure to appear by reason of or due to acts of regulations of public authorities, civil unrest, interruptions or delay of transportation, or any other cause beyond the control of Ronna Harrison or Harrison Ministries. If, in the event that, Ronna Harrison is unable to appear due to illness or physical disability, unforeseen emergency or professional responsibility, we will rebook at the earliest date available. If the Event Coordinator cancels for any reason, any paid travel expenses will be incurred by the Event Coordinator.

---

\_ Signed, Event Coordinator

---

\_ Printed Name, Event Coordinator

---

\_ Date Signed

---

\_ Signed, Ronna Harrison

---

\_ Printed Name, Ronna Harrison

---

\_ Date Signed