

## **BOOKING ENQUIRY INFO PACK**

THANK YOU FOR YOUR INTEREST IN BOOKING THE 29TH CHAPTER FOR YOUR FORTH COMING EVENT. THE 29TH CHAPTER CONSIDER IT A PRIVILEGE TO BE ABLE TO WORK IN PARTNERSHIP WITH OTHER BELIEVERS IN BUILDING GODS KINGDOM. THE 29TH CHAPTER IS A GROUP WITH EVANGELISM FIRMLY AT THE CENTRE OF ITS VISION AND SHOULD THE TEAM COMMENCE WITH YOUR BOOKING WE WILL LOOK FORWARD TO SEEING MANY COME TO KNOW JESUS AS LORD AND SAVIOUR AS WELL AS SEEING THE CHURCH ENCOURAGED, BUILT UP AND RELEASED. IT IS THE DESIRE OF THE 29TH CHAPTER TO SEE THE GOSPEL PRESENTED IN A RADICAL, PROFESSIONAL AND RELEVANT WAY WITH THE TRANSFORMING EFFECT OF GODS SPIRIT FOLLOWING AS A RESULT.

THE INFORMATION DOCUMENTED BELOW WILL HELP YOU GET A CLEAR PICTURE OF YOUR EXPECTED INPUT AND THE 29TH CHAPTER'S INPUT INTO THE EVENT SHOULD A BOOKING BE CONFIRMED. UPON BOOKING CONFIRMATION YOU WILL RECEIVE A CONTRACT DOCUMENT WHICH YOU WILL NEED TO SIGN AND RETURN ALSO WITH A TECHNICAL RIDER FOR THE 29TH CHAPTER PERFORMANCE. YOU WILL ALSO RECEIVE AN ACTIVATION KEY WHICH WILL GIVE YOU ONLINE ACCESS TO VARIOUS MEDIA FACILITIES TO ASSIST YOU IN PREPARATION FOR THE 29TH CHAPTERS APPEARANCE AT YOUR EVENT.

### **SHOULD THE BOOKING COMMENCE YOU WILL BE RESPONSIBLE FOR:**

- BOOKING A VENUE AND ALL VENUE ARRANGEMENTS AND COSTS.
- PROVIDING STAGING, (INCLUDING BACK STAGE FACILITIES) SOUND, LIGHTING
- AND VIDEO AS PER THE 29TH CHAPTERS TECHNICAL RIDER, ALSO FOR ALL COST INCURRED WITHIN THIS.
- SHOWING EVIDENCE OF THE DEVELOPMENT AND IMPLEMENTATION OF A RELEVANT EFFECTIVE ADVERTISING AND MARKETING CAMPAIGN FOR THE EVENT
- THE COST OF ALL MARKETING AND PUBLICITY FOR THE EVENT.
- IF APPLICABLE, THE PROVISION OF ACCOMMODATION THE 29TH CHAPTER AND CREW IN A SUITABLE HOTEL AS PER THE DETAILS ON THE HOTEL & CATERING REQUIREMENTS DOCUMENT.
- ALL MEALS FOR THE 29TH CHAPTER AND CREW AS DETAILED ON THE HOTEL & CATERING REQUIREMENTS DOCUMENT.

### **SHOULD THE BOOKING COMMENCE THE 29TH CHAPTER WILL INPUT INTO YOUR EVENT IN THE FOLLOWING WAYS:**

- TAKE PART IN A CONCERT / SEMINARS ETC AS PER THE DETAILS ON THE CONTRACT DOCUMENT.
- PROVIDE PUBLICITY AND PRESS RELEASE MATERIAL AND WHERE APPLICABLE VIDEO FOOTAGE TO ASSIST THE EVENT ORGANISERS IN PUBLICISING THE EVENT
- TO PUBLISH DETAILS OF THE EVENT ON THE THE 29TH CHAPTER WEB SITE AND WHERE APPLICABLE
- TO NOTIFY THE 29TH CHAPTERS FAN BASE OF THE EVENT.
- TO PARTICIPATE IN PRESS CONFERENCE(S) AT THE EVENT AND OR GIVE INTERVIEWS ON LOCAL RADIO, PRESS AND TV. (SHOULD SUCH ACTIVITY BE REQUIRED ON DAYS PRIOR TO THE EVENT, FULL NOTICE SHOULD BE GIVEN ON BOOKING OF TIMES AND DATES ETC, IN SUCH CIRCUMSTANCE. THE 29TH CHAPTER WILL EXPECT FULL EXPENSES TO BE COVERED)

## **HOTEL AND CATERING REQUIREMENTS**

**AS THE 29TH CHAPTERS SHOW IS VERY EMOTIONALLY, MENTALLY AND PHYSICALLY DRAINING. WHERE OVERNIGHT STAYS ARE DEEMED NECESSARY BY THE MANAGEMENT THE BAND AND CREW WILL NEED TO BE ACCOMMODATED IN A LOCAL HOTEL AS THIS GIVES THE TEAM FULL OPPORTUNITY TO RELAX AND RECOVER AFTER AN EVENT. STAYING WITH HOSTS FAMILIES IN THEIR HOMES HAS BEEN FOUND TO BE QUITE DEMANDING ON THE MEMBERS OF THE BAND AS HOST WILL OFTEN WANT TO TALK ABOUT THE CONCERT AND / OR THE 29TH CHAPTER AT A TIME WHEN MEMBERS NEED TO RECOVER.**

**THE 29TH CHAPTER REQUEST THAT THEY AND THE CREW BE ACCOMMODATED TOGETHER IN A REASONABLE STANDARD OF HOTEL (USUALLY 3 STAR) WITH ROOM ALLOCATION AS INDICATED ON THE TEAM LIST THAT WILL BE SUPPLIED.**

**WHERE APPLICABLE, GENERALLY ON WHOLE DAY OR OVERNIGHT STAYS, THE TEAM REQUIRE THE PROVISION OF 3 MEALS PER DAY AT THE HOTEL, IN A LOCAL RESTAURANT OR AT THE VENUE. ADDITIONALLY A MEAL SHOULD BE PROVIDED AFTER THE CONCERT / EVENT. PLEASE AVOID PROVIDING OVERLY SPICY OR GREASY FOOD.**

**UNLESS AGREED OTHERWISE ALL TRANSPORT TO THE HOTEL / VENUE / AIRPORT ETC WILL BE PROVIDED BY THE EVENT ORGANISER. ARRIVAL AND DEPARTURE TIMES AT HOTELS TO BE AGREED 2 WEEKS PRIOR TO THE CONCERT / EVENT.**

**FOR FURTHER INFORMATION ABOUT THE 29TH CHAPTER OR THEIR REQUIREMENTS PLEASE CONTACT**

**PRINCE LARYEA: 079680 78337 OR MRPRINCE@29THCHAPTER.ORG.UK**

# BOOKING QUESTIONNAIRE

THE FOLLOWING IS A BRIEF QUESTIONNAIRE DESIGNED TO COLLECT INFORMATION TO DETERMINE WHETHER THE 29TH CHAPTER WILL BE ABLE TO ATTEND YOUR EVENT. PLEASE FILL IN ALL AREAS CLEARLY AND CONCISELY. PLEASE FEEL FREE TO ATTACH ADDITIONAL DOCUMENTATION THAT YOU FEEL WILL BE USEFUL. THE 29TH CHAPTER HAS A VERY CLEAR VISION AND REMIT A COPY OF WHICH YOU WILL FIND WITHIN THIS BOOKING PACK, THIS MAY HELP YOU ASSES WHETHER THE 29TH CHAPTER IS SUITABLE FOR YOUR EVENT.

## CONTACT DETAILS:

YOUR NAME:

DAYTIME CONTACT PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEB: \_\_\_\_\_

## EVENT DETAILS:

PROPOSED DATE & TIME: \_\_\_\_\_

NAME OF CHURCH / ORGANISER: \_\_\_\_\_

WHAT IS THE NATURE OF THIS EVENT? (EVANGELISTIC, TRAINING , MOTIVATIONAL, INTER-CHURCH EVENT)

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IF THE EVENT IS EVANGELISTIC WHAT MECHANISM HAVE YOU GOT IN PLACE WITH REGARDS TO PRAYER BEFORE, DURING AND AFTER THE EVENT?

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IF THE EVENT IS EVANGELISTIC, WHAT MECHANISMS DO YOU HAVE IN PLACE FOR DISCIPLING NEW CONVERTS AND FOLLOWING UP RESPONSES BOTH ON THE DAY OF AND AFTER THE EVENT?

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WHAT IS THE VISION FOR THE EVENT AND HOW HAS THIS COME ABOUT?

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WHAT ARE THE KEY AIMS THE EVENT HOPES TO ACHIEVE?

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WHO ARE THE MAIN PARTIES INVOLVED IN ORGANISATION AND PLANNING OF THE EVENT AND WHAT PREVIOUS EXPERIENCE DO THEY HAVE?

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**PLEASE GIVE INFORMATION ABOUT THE BACKING FOR THE EVENT FROM LOCAL CHURCHES, OTHER CHRISTIAN OR SECULAR ORGANISATIONS, PRAYER SUPPORT, FINANCIAL BACKING ETC:**

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**HOW MANY PEOPLE DO YOU EXPECT TO ATTEND AND WHAT IS THE BREAKDOWN, CHRISTIAN AND NON-CHRISTIAN?**

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**WHAT IS THE POTENTIAL VENUE (INDOOR, OUTDOOR, CAPACITY ETC)**

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**WILL TICKETS BE SOLD FOR THE EVENT IF SO FOR HOW MUCH?**

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**WHAT PLANS DO YOU HAVE FOR ADEQUATE PROVISION OF PA AND LIGHTING?**

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**WHAT STRATEGY DO YOU HAVE FOR MARKETING, ADVERTISING AND PUBLICISING THE EVENT?**

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