

# GUEST MINISTER INFORMATION

Sample  
www.GrowChurches.com



It is our honor to welcome you to minister at our church! So that we can better serve you, please fill out this questionnaire and return it to us within the next two weeks. We look forward to your visit!

- Attached to this questionnaire is a W-9 form. Please complete and return the W-9 along with this questionnaire.
- Please email your ministry bio, website, and any of your ministry links to our church office.
- Please email a high-resolution ministry photo(s) to our church office.

### EVENT INFORMATION (to be filled in by church office)

Name of event		Event Date(s)	
Church Contact Person	Contact Phone	Contact Mobile	
Contact Email			
Ministry Address	City	State	Zip

### GUEST MINISTER INFORMATION

Name	(first)	(MI)	(Last)	Today's Date
				/ /
For tax purposes, what name should we make the check out to for our giving?				
Name of 501c3 (if applicable)				Tax ID
If the check will not be made out to a corporation, please provide your social security number				
Ministry Address	City	State	Zip	
Personal Address	City	State	Zip	
Email				
Office Phone		Mobile Phone		
Marital status		If married, spouse's name		
If you have children, what are their names?		Children's ages		
Will your spouse be attending with you?		Will your children be attending with you?		
If anyone else traveling with you? If so, who?				

**TRAVEL DETAILS**

What form of transportation will you be taking to arrive and depart?

If you are flying, which airport are you flying into?

What airline?

Flight number?

What is the arrival date?

What is the arrival time?

What is the departure date?

What is the departure time?

Do you or any other traveling companion have any favorite foods?

Do you or any other traveling companion have any foods that you dislike?

Do you or any other traveling companion have any food or environmental allergies?

Do you or any other traveling companion have a medical condition that we should be aware of?

**MINISTRY NEEDS**

Do you want us to provide a 6-foot table for you?

Would you like to request to distribute materials about your ministry? If so, please send us a sample.

Will you be selling products? If so, please send us a list of items you wish to sell.

Do you have a video to share? If so, what format?

Do you have media slides to share? If so, what format?

Do you need the church to provide any props for your message?

Do you have any other ministry needs?

*By agreeing to minister at our (church name), you understand that your presentation may be recorded for the purpose of distribution and informational, educational, or entertainment purposes. You give your permission and authorization for (church name) to videotape, audiotape, photograph, record, edit or otherwise reproduce your presentation.*

If there is any change in your travel plans, please let us know ahead of time. Please keep in touch with your Contact Person as you arrive. If you are flying, we will have a driver meet you at the airport.

Please contact us if you have any questions or concerns. We are here to serve you!

*Thank you for your ministry!*