



# Never Ending Worship Consulting Services

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## **FACT SHEET**

This fact sheet has been created to answer frequently asked questions regarding booking requests for Dr. Judith McAllister. Please review it carefully **prior** to completing the Ministry Request Form and feel free to call 615-812-5194 should you have further questions.

### **WHAT ACCOMODATIONS ARE REQUIRED?**

The following **ACCOMODATION REQUIREMENTS** are in effect for all consultation/advisory meetings held in locations which are outside of the Nashville area. Please review them carefully:

- A.** The sponsoring organization must make and pay for Dr. McAllister's lodging and travel arrangements.
- B.** These costs are not included in the consultation fee.
- C.** All lodging and travel arrangements must be approved by Dr. McAllister, prior to booking.
- D.** Lodging must be at a full-service (24-hour room service), 4 or 5-star hotel.
- E.** Be advised that *American Airlines* is the preferred choice for air travel.

### **WHAT IS THE CONSULTATION FEE?**

When calculating your proposed compensation amount, please determine an amount which:

- A.** Takes into account the hours of consultation, instruction and preparation time.
- B.** Matches the caliber of Dr. McAllister's work.
- C.** Is *separate from lodging and travel expenses*.

### **ARE THERE ACTIVITIES IN WHICH DR. McALLISTER WILL NOT PARTICIPATE?**

Be advised that if a **worship service** is held in a church and an admission fee is charged for entrance, Dr. McAllister generally **will not** participate.

### **OTHER FREQUENTLY ASKED QUESTIONS (FAQs)**

<b>I. Is a deposit required?</b> <i>Yes. A 50% deposit of the honorarium is required approximately within 10 business days after receipt of the Consultation Agreement. This secures the requested calendar date.</i>
<b>II. What is a Technical Rider?</b> <i>A Technical Rider provides detailed information on all equipment that is required when Dr. McAllister ministers—such as keyboards, amplifiers, and microphones, along with the set-up required for each item.</i>
<b>III. What is Per Diem?</b> <i>Per Diem is a daily monetary allowance that is provided to Dr. McAllister to cover miscellaneous expenses (such as dining).</i>
<b>IV. What form of transportation is required?</b> <i>The type and size of vehicle (s) must be capable of accommodating Dr. McAllister, her luggage and any accompanying materials and/or equipment. Please coordinate with Dr. McAllister's office prior to arranging transportation.</i>
<b>V. Can I advertise advisory activities if a verbal acceptance has been granted?</b> <i>The required Consultation Agreement must be signed by all involved parties before any promotion and/or marketing takes place. In addition, we kindly request that all advertisements be approved by Dr. McAllister prior to their release.</i>
<b>VI. Can the church or organization record Dr. McAllister's instruction?</b> <i>Yes, if the church or organization provides Dr. McAllister with a copy of the recording in all formats created. Otherwise, the church or organization will not be permitted to record her instruction.</i>
<b>VII. What happens to my deposit in the event of a cancellation?</b> <i>In the event of an Act of God, war illness or force majeure on the part of Dr. McAllister or the church, all advanced monies and/or deposits submitted to Dr. McAllister shall be subject to a full refund. In the event of cancellation by the church or organization within 30 days prior to the scheduled engagement, all monies issued will be forfeited to Dr. McAllister for compensation of lost engagement. In the event of cancellation by Dr. McAllister within 30 days of the scheduled engagement, all monies will be returned in full to the church or organization.</i>