



# Angel Lite

Garrett

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## Technical Rider and Accommodation Information

### RIDER B – TEACHING AND PREACHING

We are pleased that you have invited Angel Garrett to join you in ministry. This rider is designed to enhance our ministries, not detract from them. The information is formatted in a way to help you or any of your associates organize their thoughts and plans as the event date approaches. .

The specific requirements of this rider are not meant to discourage or offend but rather an attempt to eliminate as many mechanical, logistical and operational errors as possible. These conditions and specifications are the sole responsibility of the sponsor and are a part of the event agreement. The rider covers provisions, services and equipment required to enable Angel Garrett to minister in spoken word and teaching. Please note Angel travels with her personal assistant so this rider also contains information relative to her accommodations.

Please read the following pages carefully. Your initials on the Master Page will signify your agreement to comply with the rider. If any areas are unclear or appear to be difficult in your particular situations, please contact Angel's personal assistant to work toward a solution.

Please fax the master page to Angel's personal assistant, Pamela Kee, at (973) 731-1937 and keep a copy of the contract and rider for your reference.

Artist Management and Booking  
Pamela Kee  
P.O. Box 1828  
Montclair, NJ 07042  
(973) 731-1937 (phone and fax)  
[pamelak@angelitegarrett.com](mailto:pamelak@angelitegarrett.com)

Angel Lite Ministries  
P.O. Box 1828 Montclair, NJ 07042  
Email: [AngelB@angelitegarrett.com](mailto:AngelB@angelitegarrett.com)  
973.731.1937

*Recording & Worship Artist \* Teacher*



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MASTER PAGE

Your signature on the contract AND your initials by each item on this page will signify your agreement to comply with the rider. Once filled out and initialed, please fax a copy to Angel’s personal assistant at (973) 731-1937. THIS STEP IS VERY IMPORTANT

INITIALS		INITIALS	
_____	Sound	_____	Settlement
_____	Travel	_____	Cancellation
_____	Lodging	_____	Head Contact Person
_____	Meals	_____	

\_\_\_\_\_ Received all 7 pages of the rider

Sponsor Name \_\_\_\_\_ Phone# \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone# \_\_\_\_\_

Home# \_\_\_\_\_ Beeper/Cell# \_\_\_\_\_ Email \_\_\_\_\_

Venue # \_\_\_\_\_

(Please provide as many numbers as possible, in case we have unexpected travel delays or other complications the day of travel.)

Nearest major airport \_\_\_\_\_ Distance to Venue \_\_\_\_\_ Miles

2<sup>nd</sup> Choice airport \_\_\_\_\_ Distance to Venue \_\_\_\_\_ Miles

Sponsor signature \_\_\_\_\_ Date of event \_\_\_\_\_



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**RIDER CHECKLIST**

- Visit [www.angelitegarrett.com](http://www.angelitegarrett.com) for approved publicity photos for posters, fliers, etc
- Review sound and light requirements with Angel's personal assistant, Pamela Kee
- Arrange for ground transportation while Angel is in town
- Reserve and pre-pay for 1 double hotel room
- Reserve 1 8' table with tablecloths and 1 volunteer to help with merchandise sales
- 6 bottles of room temperature water (Poland Spring, Deer Park)

**Angel Lite Ministries  
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Email: [AngelB@angelitegarrett.com](mailto:AngelB@angelitegarrett.com)  
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## *Order B – Teaching and Preaching*

### **SOUND**

- Electronic keyboard:  
Weighted Keys, no less than 61 keys, internal high quality grand piano sounds, suspension pedal, along with all associated stand and cables, a person very knowledgeable about that keyboard.
- Monitor wedge speaker
- Vocal microphone will be needed (Shure beta 87 condenser microphone or high quality equivalent)
- Microphone Boom Stand at the piano
- House speakers with mixing console
- CD Player for Angel's Accompaniment Tracks
- Cassette Player for Angel's Accompaniment Tracks
- Experienced Sound Engineer to mix the sound and run the CD/Cassette Players

### **MEALS**

Travel arrangements vary between engagements. So meals can be discussed with Angel's personal assistant as arrangements are finalized.

### **SETTLEMENT**

Final payment of the honorarium in the form of cash, church check, cashiers check, money order made payable to ANGEL GARRETT is to be given to Angel's personal assistant, Pamela Kee upon Angel's arrival at the event venue or immediately after the event. (Please, no personal checks)

### **CANCELLATION**

In the event of an unforeseen circumstance such as travel delays with airlines, bad weather, or illness, everything in our power will be done to reschedule a make-up event as soon as possible. Neither Angel nor her associates will be responsible for any costs incurred promoting the event. Angel's honorarium for any make-up event will be the same as the original contract (even if there has been an increase in Angel's fee since the date of the original booking).

### **ADVERTISING**

Photos of Angel for your flyers or web pages are available on Angel's website, [angelitegarrett.com](http://angelitegarrett.com), under the EPK menu.



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## *Order B* – Teaching and Preaching

### **LODGING**

1 double, non-smoking room reserved under the name “Angel Garrett” will be needed. This room will need to be guaranteed for a possible late check in. The most expensive hotel is not expected. However, since many miles are traveled, it is appreciated to have a clean, safe and comfortable room. Preferred hotels include Marriott properties, Hilton properties, Hampton Inn, Fairfield Inn, or Holiday Inn. Hotels generally require pre-payment by filling out a “Third Party Billing Form” with a check or faxed copy of your credit card for their files (otherwise they require Angel’s credit card at check-in and reversing the charges can be a hassle.) Note that guaranteeing the rooms with a credit card over the phone is not the same thing – they will still require a faxed copy of your credit card in order to check in. Please check with Angel’s personal assistant to determine if they should stay near the airport or near the venue – it will depend on the flight schedule.

### **TRAVEL**

All travel arrangements will be handled by Angel’s personal assistant, Pamela Kee. Specific locations of the venue will be needed, along with the nearest airport. It is very important this information is provided on the Master Page.

Travel arrangement will be finalized approximately 3-4 weeks prior to the event. At this time Angel’s personal assistant will provide the exact cost of airfare and the schedule when applicable. For any airfares, please make a check payable to Angel Garrett and mail it to Angel Garrett, P.O. Box 1828, Montclair, NJ 07042.

### **HOSPITALITY REPRESENTATIVE**

One responsible adult person will be needed to transport Angel and her personal assistant to and from the airport, hotel and venue. Determine with the personal assistant if the pick up will be at baggage claim or in the passenger pick up area.

### **HEAD CONTACT PERSON**

Please provide the name of a contact person(s) should any questions arise throughout the event. His person should be available upon arrival and throughout the day.

### **CONCESSIONS**

1-2 responsible people (more if this is a large event) will be needed to help in the selling of merchandise (cd’s , cassettes).