



ZION PROGRESSIVE CATHEDRAL INTERNATIONAL
CHANGING LIVES ONE LIFE AT A TIME

BISHOP NORMAN J. HAIRSTON, II
SENIOR PASTOR/TEACHER

CHURCH / ORGANIZATION INFORMATION

Host Church / Organization		Pastors / Director's Name	
Church / Org. Telephone No.:		Spouse's Name	
Website: Church / Org. Address:			
Church / Org. E-Mail Address:			
Address of Meeting:			
Primary Contact:	Executive Administrator:	Fax Number:	
Telephone (work & cell)	Telephone (work & cell)	Person accepting delivery	
Deliver tapes/book products to: (Include city, state, zip)		Delivery Times (<i>circle</i>)	
		M T W Th F S	

MINISTRY / CONFERENCE INFORMATION

Ministry / Conference Date:	Ministry / Conference Times:	Seating Capacity:
		Expected Attendance:
Theme of Ministry / Conference:		
Ministry / Conference will be held on the following day(s): <i>please circle</i>		
Sun	Mon	Tues
Wed	Thurs	Fri
Sat		
Other Special Guests:		
Special Attire: (Circle One)		
Robe	Civic Attire	Suit & Tie
Casual		
Praise & Worship will begin at:	Offertory schedule for (time):	Allotted speaking time:

ACCOMMODATIONS

Hotel Name:	Address:	
Number of Room(s) Reserved:		
Hotel Phone:	Distance from hotel to Ministry/Place of Event:	Distance from Airport to Hotels:
Hotel Fax:		
Under whose name is/are the room(s) listed?	General weather conditions	
Confirmation #:		
Person greeting Bishop Hairston at the airport:	Cell phone number:	



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ENGAGEMENT PROTOCOL

□ TRANSPORTATION

Please be advised that all flight arrangements must be handled in conjunction with our office to ensure proper scheduling. **Therefore our office handles flight arrangements and either;**

A) The host ministry will be contacted by Bishop Hairston's personal assistant with flight arrangement and the host will provide the billing information or

B) We will use the credit card / billing information provided by the host ministry.

For distant flights the ticket will be a Full-fare unrestricted Coach Ticket. In some cases, Bishop Hairston may not be originating from or returning to Indiana, therefore, you will be responsible for your leg of the trip, which may cause the ticket to increase or decrease in cost. **If a travel companion accompanies the Bishop, your ministry will be responsible for that additional ticket.**

We request that a representative of your ministry meet Bishop Hairston and his assistant (if traveling with him) at the airport gate upon arrival. If airport security prohibits this request, the nearest entry point is acceptable.

Please provide a full-size or luxury vehicle for pick-up to and from the airport. The Bishop and his assistant (*if traveling with him*) normally travel light, but we will still need a large clean passenger/trunk space.

□ HOTEL ACCOMMODATION

Bishop Hairston's hotel preferences are as follows: ¹Marriott; ²Hilton; ³Westin; ⁴Wyndham or ⁵Holiday Inn **all in the city area. You should not be restricted by this list providing an alternative is a 4 or 5 star hotel.** For adequate comfort, the Bishop is accustomed to a **non-smoking suite with a king size bed (if staying more than 3 days).** The room should be on the executive level **away from the elevator and vending machine.** We also require double bed accommodations for the Bishop's assistant (if traveling with him). Bishop Hairston's assistant hotel room should be located in close proximity to his suite.

Please have the Bishop's hotel room key available for his assistant (if traveling with him) upon their arrival. After traveling, the Bishop would like to retrieve to his room without having to stop or wait at the hotel desk. Bishop Hairston likes to have private time in his hotel room upon arrival until the time of the service.