



86NINE Worship, a ministry of Kingdom Production Solutions
290 Airport Rd-Ste 2-Winchester, Va 22602
540-546-8738 (OFFICE) 540-325-8954 (CELL) - jeffk@kpsolutions.org - 86nineworship.com

Customer Information

Church/Organization: _____

Address: _____

Primary Contact: _____

Secondary Contact: _____

Phone: _____

Email: _____

Event Date: _____

Day of Event - Contact #1

Name: _____

Cell: _____

Email: _____

Event Date: _____

Event Information

Church/Organization: _____

Address: _____

Primary Contact: _____

Secondary Contact: _____

Phone: _____

Email: _____

Event Date: _____

Day of Event - Contact #2

Name: _____

Cell: _____

Email: _____

Event Date: _____

**Official use only*



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MINISTRY PARTNERSHIP PACKET

Booking Agreement
Hospitality Rider
Technical Rider

Revision: July 2026

Section 1 – Purpose

This Booking Agreement establishes the ministry partnership between the Host and **86NINE Worship** for the event described herein. Its purpose is to provide clear expectations, promote effective communication, and allow both parties to focus on serving people through the worship of Jesus Christ.

Section 2 – Parties

This Agreement is entered into between:

Host:

and

86NINE Worship, a ministry of **Kingdom Production Solutions, LLC**

290 Airport Road, Suite 2

Winchester, VA 22602

(540) 546-8738

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Section 3 – Event Information

Event Date

Event Time

Venue

Venue Address

Host Contact

Mobile Phone

Email

Section 4 – Ministry Services

86NINE Worship agrees to provide worship ministry as mutually agreed upon by both parties.

- Sunday Morning Worship Services
- Worship Nights
- Other ministry opportunities as mutually agreed in writing



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Section 5 – Host Responsibilities

The Host agrees to provide:

- A suitable venue
 - Production support as outlined in the Technical Rider
 - Hospitality as outlined in the Hospitality Rider
 - Reasonable access for load-in and load-out
 - A designated ministry contact for the event
-

Section 6 – Honorarium

Sunday Morning Worship Services

The minimum honorarium is **\$550**, which includes “reasonable” travel expenses and up to four (4) musicians/vocalists.

Worship Nights

The minimum honorarium is **\$1,250**, which includes “reasonable” travel expenses and up to four (4) musicians/vocalists.

The Ministry encourages the Host to receive a love offering from the congregation. Any amount received above the agreed minimum honorarium shall belong to **86NINE Worship**.

Larger events requiring expanded production, travel, or additional personnel shall be quoted separately.

Section 7 – Deposits

Sunday Morning Worship Services do **not** require a deposit.

Worship Nights require a deposit equal to **one-half (½) of the minimum honorarium (\$625)** to reserve the event date. The deposit shall be applied toward the agreed honorarium. ****Pricing includes all necessary music materials and full CCLI licensing required to run the event.***



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Section 8 – Payment

Unless otherwise agreed in writing, payment shall be made on the day of the event immediately following the conclusion of ministry activities.

This section applies to **Sunday Morning Worship Services** and **Worship Nights** only. Payment terms for larger events or special engagements shall be specified in the applicable event agreement.

Accepted forms of payment include:

- Church Check
- Company Check
- Cash
- Approved Electronic Payment

Please make all checks payable to:

Kingdom Production Solutions, LLC

If payment will be made by electronic means, arrangements should be coordinated with **86NINE Worship** prior to the event.

Section 9 – Promotion

Both the Host and 86NINE Worship agree to promote the event through available communication channels whenever practical.

This may include:

- Church announcements
- Church website
- Social media platforms
- Printed promotional materials
- Email communication

Official ministry logos, photographs, biographies, and promotional resources will be provided upon request.



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Section 10 – Merchandise

86NINE Worship may make music, apparel, books, and other ministry resources available for sale preceding and following the event.

The Host agrees to permit these ministry resources to be offered in an agreed-upon location.

Section 11 – Cancellations and Rescheduling

86NINE Worship understands that unforeseen circumstances occasionally require changes to scheduled ministry events. Should either party need to postpone an event, both parties agree to communicate as soon as reasonably possible and work together in good faith to establish a mutually agreeable rescheduled date.

Sunday Morning Worship Services

Sunday Morning Worship Services do not require a deposit. If circumstances require cancellation or rescheduling, both parties agree to communicate promptly and make every reasonable effort to identify a new ministry opportunity when appropriate.

Worship Nights

A deposit equal to one-half ($\frac{1}{2}$) of the minimum honorarium (\$625) is required to reserve the event date.

If a Worship Night is rescheduled, the deposit shall remain on account and be applied in full to the new event date. No deposit will be forfeited when the event is rescheduled by mutual agreement.

If a Worship Night is permanently canceled and is not rescheduled, the deposit shall be forfeited.

Both the Host and 86NINE Worship desire to approach scheduling changes with grace, flexibility, and mutual respect, recognizing that circumstances beyond anyone's control may occasionally arise.



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Section 12 – Entire Agreement

This Agreement, together with the Hospitality Rider, Technical Rider, and any written attachments executed by both parties, constitutes the complete understanding between the Host and 86NINE Worship regarding the event described herein.

No verbal statements, prior discussions, or previous correspondence shall modify this Agreement unless confirmed in writing by both parties.

Section 13 – Acceptance

By signing below, the undersigned acknowledge that they are authorized representatives of their respective organizations and agree to the terms contained within this Ministry Partnership Agreement (***acknowledging pages 1-6***)



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SIGNATURE PAGE

HOST

Church / Organization

Authorized Representative

Title

Signature

Printed Name

Date

86NINE WORSHIP

86NINE Worship

A ministry of Kingdom Production Solutions, LLC

Authorized Representative

Signature

Printed Name

Date



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HOSPITALITY RIDER

Revision: July 2026

Section 1 – Purpose

This Hospitality Rider is intended to assist the Host in preparing for a successful ministry event by outlining the hospitality needs of **86NINE Worship**.

Our desire is to work together with the Host to create an environment where distractions are minimized and attention remains focused on worshipping Jesus Christ.

Should any portion of this Rider present a challenge, we encourage open communication so that practical solutions can be found together.



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Section 2 – Arrival and Facility Access

The Host shall provide access to the facility at the mutually agreed-upon arrival time.

The ministry team shall have reasonable access to:

- Worship area
- Green room
- Restrooms
- Merchandise area
- Other agreed-upon ministry areas

Any facility-specific procedures, security requirements, or restricted-access areas should be communicated prior to the ministry's arrival.

Section 3 – Load-In and Load-Out

Reasonable access shall be provided for loading and unloading ministry equipment and merchandise.

Reserved parking near the primary entrance is requested whenever practical to facilitate efficient load-in and load-out.

Following the conclusion of the event, load-out access shall remain available until ministry equipment, merchandise, and personal belongings have been safely removed from the facility.

Section 4 – Green Room

The Host shall provide a clean, private room for the ministry team to prepare, pray together, and store personal belongings before and after the event. The room should include:

- Seating for the ministry team
- Mirror
- Electrical outlets
- Trash receptacle
- Nearby restroom
- Wi-Fi access, if available



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Section 5 – Refreshments

The Host shall provide:

- Bottled water
- Freshly brewed coffee
- Hot tea
- Assorted soft drinks
- Light snacks
- Fresh fruit
- Granola or protein bars

For events extending through a normal meal period, the Host shall provide a light meal for the ministry team.

Any dietary restrictions or food allergies will be communicated to the Host in advance.

Section 6 – Merchandise

86NINE Worship may offer music, apparel, books, and other ministry resources following the event.

The Host shall provide:

- An area with reasonable visibility
- Adequate lighting
- Access prior to doors opening for setup

86NINE Worship will provide our own merchandise table and chairs.



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Section 7 – Volunteer Coordination

The Host shall designate any previously agreed-upon volunteers necessary to assist with event operations.

Volunteer responsibilities may include:

- Merchandise assistance
- Guest information
- Crowd direction
- Prayer ministry support
- General event assistance

Volunteer assignments should be coordinated prior to the event.

Section 8 – Technical Coordination

The Host shall designate a technical representative familiar with the venue's production systems.

This individual should be available during:

- Load-in
- Sound check
- The worship service or event
- Load-out

A separate **Technical Rider** accompanies this Hospitality Rider and outlines all production requirements.

Section 9 – Climate Control

To help ensure a comfortable environment for ministry preparation and worship, the Host shall provide reasonable heating or air conditioning appropriate for the season in all areas utilized by the ministry team and attendees.



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Section 10 - Safety

The Host shall make every reasonable effort to provide a safe environment for all attendees, volunteers, and ministry personnel, including maintaining clear walkways, unobstructed exits, and compliance with applicable fire and safety regulations.

Our Promise to You

86NINE Worship is committed to serving every church with professionalism, integrity, and a heart for ministry.

We strive to arrive prepared, communicate clearly, honor schedules, respect your volunteers, and serve your congregation with excellence.

Thank you for the opportunity to partner with us in proclaiming the Gospel of Jesus Christ through worship.



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TECHNICAL RIDER

Revision: July 2026

Section 1 – Purpose

This Technical Rider is intended to assist the Host in preparing for a successful ministry event by outlining the production requirements of **86NINE Worship**.

Our desire is to partner with your technical team in creating a worship environment where distractions are minimized and attention remains focused on Jesus Christ.

Should any portion of this Rider present a challenge, we encourage open communication so that practical solutions can be found together.

Section 2 – Technical Contact

The Host shall designate one technical representative who is familiar with the venue's sound, lighting, and presentation systems.

This individual should remain available throughout:

- Load-in
- Sound Check
- Ministry Event
- Load-out

Technical Contact

Name: _____

Cell: _____

Email: _____



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Section 3 – Advance Communication

To ensure a successful event, the Ministry and the Host's Technical Representative shall communicate no later than **seven (7) days** prior to the event.

Discussion should include:

- Event schedule
 - Stage Plot
 - Input List
 - Venue information
 - Presentation requirements
 - Livestream or recording plans
 - Special circumstances
-

Section 4 – Event Schedule

The Host shall provide a final schedule no later than seven (7) days prior to the event.

Whenever possible, the schedule should include:

- Load-in
 - Sound Check
 - Doors Open
 - Event Start
 - Event Conclusion
 - Load-out
-



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Section 5 – Host Production Responsibilities

The Host agrees to provide:

- Professional sound reinforcement appropriate for the venue
- Mixing console
- Front-of-House Engineer
- Stage monitoring
- Stage lighting
- Projection system (when applicable)
- Appropriate electrical service

A current Stage Plot and Input List will be provided by **86NINE Worship** prior to the event.

Section 6 – Audio System

The sound system should be appropriate for the venue and expected attendance.

The system should include:

- Main loudspeakers
 - Stage monitors or in-ear monitor capability
 - Mixing console
 - Microphones
 - Direct boxes
 - Microphone stands
 - Necessary signal and power cabling
-

Section 7 – Front-of-House Engineer

The Host shall provide a Front-of-House Engineer familiar with the venue's sound system. This individual should remain available throughout sound check and the ministry event.



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Section 8 – Stage Monitoring

Adequate monitoring shall be available for every member of the ministry team.

Individual monitor mixes should be established during sound check whenever practical.

In-ear monitoring is preferred when available.

Section 9 – Power Requirements

The Host shall provide sufficient electrical service to safely operate ministry equipment.

A minimum of **two (2) dedicated 120-volt electrical circuits** is required for standard ministry events.

If the venue utilizes additional production equipment—including LED video walls, extensive lighting systems, or other high-current production equipment—a minimum of **four (4) dedicated 120-volt electrical circuits** shall be provided.

Power should be available at all ministry locations requiring electrical service.

Extension cords, power strips, and cable management shall comply with applicable electrical and safety standards.

Section 10 – Lighting

Stage lighting should provide clear visibility of all ministry team members while supporting an atmosphere conducive to worship. Lighting should complement the worship experience and avoid unnecessary distractions. Whenever possible, lighting cues should remain consistent throughout songs unless otherwise coordinated with the ministry team.



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Section 11 – Presentation

When presentation systems are used, the Host shall provide qualified personnel familiar with the presentation software and equipment.

Song lyrics, Scripture, and media files will be supplied in advance whenever practical.

Section 12 – Recording & Livestream

If the ministry event will be recorded or livestreamed, the Host should notify **86NINE Worship** prior to the event.

Any special production requirements should be discussed during advance planning.

Section 13 – Wireless Systems

Wireless microphone and in-ear monitor frequencies should be coordinated before the event.

Any known RF limitations or venue-specific frequency restrictions should be communicated during advance planning.

Section 14 – Backline Equipment

Unless otherwise agreed in writing, **86NINE Worship** will provide its own instruments and personal equipment.

Any equipment requested from the Host—including keyboard stands, drum hardware, amplifiers, risers, or similar production items—shall be confirmed during advance planning.



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Section 15 – Sound Check

A minimum of **60 minutes** shall be reserved for sound check before the event.

The following personnel should be available:

- Front-of-House Engineer
 - Presentation Operator
 - Lighting Operator (when applicable)
 - Technical Representative
-

Section 16 – Safety

For the safety of all volunteers, guests, and ministry personnel, all cables, power distribution, speaker placement, staging, and production equipment should be installed and secured using accepted safety practices. Walkways, exits, and emergency access routes should remain unobstructed throughout the event.

Section 17 – Stage Plot & Input List

A current **Stage Plot** and **Input List** will be provided by **86NINE Worship** prior to the event and are incorporated into this Technical Rider.

The Host is encouraged to review these documents with the technical team before the ministry arrives to help ensure an efficient load-in and sound check.

Section 18 – Closing

Thank you for partnering with **86NINE Worship**. Our goal is to work alongside your technical team in a spirit of cooperation, preparation, and excellence so that every aspect of production supports the worship of Jesus Christ. We sincerely appreciate the time, preparation, and service of every volunteer and technician who helps make these ministry events possible.