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www.wendyandthejamesgang.com



Dear Friend of Children's Ministry:

Thank you for your interest in Wendy & the James Gang. We're excited about working together to bring the message of Jesus to children and families in your church and community!

The "Gang" is the James family – Dave, Wendy, Zac, and Ben – who do all of the singing, acting, choreography and puppeteering. This is truly "A Family Ministering to Families" and outreach to kids is our main priority.

Wendy and the James Gang have been traveling full-time since March of 2000. The original show, *God Loves You*, was a musical comedy that toured all over the United States and South Africa. In June of 2003, Wendy and the James Gang released their show, *Song of the King*, which is a Broadway style show with a script written by a former Disney writer. *Secret Agent Man* and *Backstage Pass* have also been instant hit shows with families. Through hundreds of performances, **thousands of children have responded to the message of Jesus.**

All Wendy and the James Gang shows are one-of-a-kind musical theatrical productions with a 30' video backdrop, full truss staging system, vivid sets, an exciting light display, amazing costumes, professional puppets, audience participation, and much more. These individual productions can be used to kick off VBS programs, AWANA, or Family Weeks, or as the main event during Fall Festivals or other special church gatherings. A veteran pastor of one large Baptist church described it this way: "It's the most effective presentation of the Gospel to kids that I've ever seen in my years of ministry."

Not only do Wendy and the James Gang present the live stage productions, but we have also released CDs for each show. These CDs feature exciting, cutting-edge music that kids of all ages, as well as their parents and grandparents, will enjoy. Both CDs were produced in Nashville, and each song on them contains Biblical truth. Because of that, they can be used as supplementary materials in Sunday School, VBS, or any other Christian teaching environment. The CDs have been described as "great for the whole family to enjoy together!"

To view a demo video, check out their biographies, schedules, upcoming events, show pictures, and much, much more, please visit our website at www.wendyandthejamesgang.com. You can also order the CDs and download other resources there.

Thank you for taking the time to check out the enclosed information. We're looking forward to working with you to reach the children and families in your community for Christ. We will follow up with you soon, but if you have any questions and/or want to schedule an event, please feel free to contact me at 740-403-2156, or by email at Barb.Foltz@livingrock.com.

Take care & God bless,

Barb Foltz
Ministry/Booking Coordinator
Wendy and the James Gang
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Confirmation Form and Technical Rider

Thank you for inviting Wendy and the James Gang to come help with your children's or family outreach event! The purpose of this Confirmation Form and Technical Rider is to outline the commitments that we are making to each other and to facilitate the planning and organization of the show(s), in order to ensure the best possible presentation of the Gospel. Since there are many details that make up a successful event, this information will help with your planning and eliminate last minute details. Please mail the completed and signed form along with the deposit to our address listed above. This will secure the date and allow us to post the event on our website.

Date(s) of Event: _____

Sponsoring Church/School/Organization: _____

Address: _____

Phone: _____ Fax: _____ Website: _____

Primary Contact: _____ Email: _____

Title/Relationship to Sponsoring Group: _____

Mailing Address: _____

Phone: _____ Fax: _____ Cell: _____

Facility where event will be held (if different than the address listed for the sponsoring Church/School/Organization):

Name: _____ Address: _____

<u>Show</u>	<u>Date</u>	<u>Time</u>
Song of the King		

Load-in date and time: _____

Please describe the type of event (i.e. Multi-day event, VBS, AWANA, Family Fest, Halloween Alternative, etc.):

Additional activities surrounding the show(s) (i.e. meals, festival games, fellowship time, etc.):

Additional appearance requests (Wendy to sing during services, Lion to appear during announcements, James family to be at activities with the kids, etc.): _____

Financial Arrangements:

Honorarium: \$ _____

Deposit : \$ _____

Travel, lodging, meals as outlined in Technical Rider to be reimbursed.

Unless otherwise noted, permission is granted for ministry materials to be made available on a suggested donation basis. Please make all checks payable to "LIVING ROCK FAMILY OUTREACH". Living Rock is a 501(c)(3) non-profit organization. Federal ID#: 31-1694662

Signed: I understand and agree to the terms of this entire agreement, which includes the Technical Rider:

 Barb Foltz, Booking Coordinator, LRFO/WJG

 Accepted by: _____ Title

 Date

 Date

Wendy & the James Gang TECHNICAL RIDER Event Planning Information and Checklists

Thank you for inviting Wendy and the James Gang to come help with your children's or family outreach event! We want to help ensure the best possible experience for you, with the least possible hassle and no surprises for you or your volunteers. As part of our agreement, we are providing the following set of checklists to take you step-by-step through the planning process.

These checklists are designed for you to use them to track your progress and record the volunteers for each event.

If you have any questions regarding these checklists or their contents, please feel free to contact Barb Foltz, Ministry/Booking Coordinator, (740) 403-2156 or at Barb.Foltz@livingrock.com.

Start with Prayer!

The best thing you can do to **get a good prayer team going**. We can't emphasize enough the importance of praying for every aspect of this event, from the planning, to the setup, to the performances and invitations, to the tear-down. Our goal is for everyone to be safe, to be inspired, and to be touched by the love of God through Jesus Christ. So please, get your prayer warriors going, and keep them going all through the whole experience!

We invite your prayer team to join us backstage 15 minutes before the show begins to pray.

Facility Requirements Checklist

This checklist provides information about our physical and logistical needs of space and technical requirements for this event. Together we can find solutions for any difficulties you might foresee.

Performance (stage) space:

The standard sets for our shows include 2 trusses that sit on the floor. They are used to suspend the video screens and hang the lights. The rear truss is 12' tall x 30' wide, the other is 15' x 30'. We also use several large set pieces.

- Performance area:** Our ideal performance area is **40' wide, 30' deep, and 20' tall**. However, our trussing system can be modified to fit most facilities. It is very rare that we cannot find a workable solution.
- Stage preparation:** Please totally clear the stage area prior to our arrival. Put center steps in place, if available.
- Performance location/ambient light:** Our shows are most effective with controllable lighting and the ability to minimize outside lighting. For optimal results, please try to make the facility as dark as possible.

Electrical needs:

- Electrical outlets:**
We need 9 separate, 20 amp (or higher) circuits. They need not all be in the performance area, as we have high-capacity, long extension cords to run power in from other parts of your facility.
- Location of outlets:**
To make the setup as efficient as possible, please identify and clearly mark the available circuits and outlets prior to our arrival.

Lighting and sound needs:

Unless otherwise agreed, we provide our own light/sound equipment and tech crew. We need two 8' tables and 3 chairs near the back of the facility for our sound/ light equipment.

Kiosk needs: We have music and other resources available on a suggested-donation basis. Please provide one 8' table and 4 chairs for use with the kiosk.

Volunteer Requirements Checklist

A show of this magnitude cannot happen without your help! This important aspect of ministry provides information about the volunteers we need from your organization to help us with the various phases of setting up and tearing down before, during, and after an event.

Setup for the event ("load-in"):

We need 6-8 volunteers, available at the designated load-in time to assist with unloading, doing set and truss construction, setting up sound/lights unpacking costumes and setting up the merchandise kiosks. There is the need for both men and women. With this help, the setup can be completed in two to three hours, after which our tech crew will conduct their testing. Previous sound and light experience is not necessary for these volunteers; however, we do ask that one person familiar with the performance facility be present.

1. _____	5. _____
Ph: _____	Ph: _____
2. _____	6. _____
Ph: _____	Ph: _____
3. _____	7. _____
Ph: _____	Ph: _____
4. _____	8. _____
Ph: _____	Ph: _____

Kiosk workers:

We need two volunteers to manage the merchandise kiosk before and after the show. They must be available one hour before the show to meet with us for a brief training session. These volunteers are ***very important*** because they allow Wendy, Dave, Zac and Ben time to meet with the kids and their parents after the show. They will stay as long as necessary to meet each kid and family.

Name: _____	Ph: _____
Name: _____	Ph: _____

Help during the show:

We need the following volunteers to help out during the show itself:

Staff representative (adult volunteer):

Please provide a representative to introduce (emcee) the show, announce the love offering if applicable, and direct the audience to any after-show activities. This person needs to meet with us one hour prior to the show to coordinate these things.

Name: _____	Ph: _____
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Song of the King (Kid participants):

There is the opportunity for 6 kids (can be 3 boys and 3 girls) from the 2nd through 5th grades to participate in the show. They have no lines but will be involved in the opening and closing scenes. All kids participating in the show need to arrive one hour and fifteen minutes before the show to learn a few simple movements involving flags, their costumes, and the timing of their appearances.

Kid 1: _____ Ph: _____

Kid 1: _____ Ph: _____

Kid 1: _____ Ph: _____

Kid 1: _____ Ph: _____

Kid 1: _____ Ph: _____

Kid 1: _____ Ph: _____

Song of the King (adult volunteers):

We need three women (or responsible teenage girls) to help Wendy and Zac with costume changes in the last few scenes of the show. These helpers need to arrive one hour prior to the show for training. We also need two women to help with the kid participants at the beginning and the end of the show. Moms of kid participants work great! The women helping with the kids should arrive one hour and fifteen minutes prior to the show to go through the kids training with them.

Backstage: _____ Ph: _____

Backstage: _____ Ph: _____

Backstage: _____ Ph: _____

Kid supervisor: _____ Ph: _____

Kid supervisor: _____ Ph: _____

Teardown after the event (“load-out”):

We need 6-8 volunteers, (age 16 or older, ladies and/or men) available immediately after the final show to assist with loading the trailer, tearing down and packing the sets, trusses, and sound/lighting equipment, and packing costumes.

1. _____ 5. _____

Ph: _____ Ph: _____

2. _____ 6. _____

Ph: _____ Ph: _____

3. _____ 7. _____

Ph: _____ Ph: _____

4. _____ 8. _____

Ph: _____ Ph: _____

Meals:

Food: Please provide a simple, light meal 2 hours before the start of each show. The actual time of eating may vary. Simple fresh fruits, salad, vegetables, or other low-fat meals like poultry are great, especially if grilled, broiled, or baked, instead of fried. We are usually hungrier after the show, so if it is something that could be warmed up after the show, that would be ideal.

Water: Please provide bottled water backstage and at the sound/light board tables.

The Invitation:

Because our ministry emphasizes evangelism, it is important to properly plan for the invitation time. There is another very important group of people you need to recruit if you are planning to let the kids respond during the invitation time and talk/counsel with someone. Counselors!

We suggest that you have your pastoral staff on hand and enough adult counselors to keep the kids to counselor ratio as close to one to one as possible, and hopefully not more than three or four kids per counselor.

It is important to discuss ahead of time any preferences that you may have about how to handle the invitation, response, and follow-up. We are very open to different ways of handling this and want to be sensitive to your preferences. We also know that at times you may want to emphasize Christian growth or some other theme. We will also discuss this with you in our pre-show communication, and again upon our arrival for the event. But here's how it typically works:

At the end of the show, Wendy presents a short and highly interactive invitation that ties into the Biblical messages in the show. With all eyes closed, Wendy invites the kids to either accept Christ for the first time or to rededicate their lives to Jesus. She asks the kids to raise their hands if they want to do this. Then she asks them to come down front to meet her as she comes to the front or walks down the aisle. We strongly believe in families, and we invite the parents to come with their children.

Normally, Wendy then prays a prayer of blessing with the kids and asks the counselors to come forward to talk with the kids – off to the side or at a different location. These counselors talk with the kids individually or in small groups to see where they're at – to walk them through the process of praying to accept Jesus into their hearts or rededicating their lives to Jesus. If you want, Wendy can pray a salvation prayer with them instead.

No matter what method you prefer, we **strongly** suggest that you have response cards ready to obtain follow-up information from the kids. Follow-up is the key, and it offers the opportunity for the entire pastoral staff to get involved. Again, this is just one way of handling this...it is important you talk about it with your planning group and decide what you want to do in advance

At the end of the show (*after* the invitation time), there are a couple other songs, so please be aware that the invitation time is *not* the end of the show.

After the show...

We will stay and meet the kids and anyone else as long as it takes to have a chance to talk with everyone who attends the show. We want to meet them and their parents, talk with them, and sign any souvenirs or other items they want us to sign. **This is very important to us!** We want to connect with the kids and their parents as much as we possibly can. Often, the Lion may also make an unexpected appearance!

Cost Information

Thank you once again for considering *Wendy & the James Gang* to assist you with your community outreach. We understand that finances are a major consideration, so we have prepared this document to fully explain our ministry costs and philosophy. We want to ensure the best possible event with no financial surprises or add-on costs for you.

Suggested Honorarium

Our normal suggested honorarium for one show is \$5,900 plus travel and expenses (see specific info below).

LIMITED TIME SPECIAL!!!

Commit to booking a 2007 show by January 31, 2007 for only \$3,900 honorarium!

Please note that WJG is offering a limited number of shows at this rate. It is what WJG pays for the technical equipment and crew. Since this does not include any amount for the James Family, we ask that you cover all travel and out of pocket costs and prayerfully evaluate if any other funds could be made available.

Travel & Expenses:

In addition to the honorarium, you would also be responsible for the following expenses. The information below is intended to aide in your planning and budgeting process.

- Lodging: The James family typically requires 2 hotel rooms. Tech crew. Travel distance and performance time will determine the number of nights. It is preferred that you book two rooms with double beds and the other with a single, queen (if available) at a reasonable, clean, non-smoking hotel. Please guarantee late arrival. Confirm reservations prior to arrival.
- Meals: We can discuss if you would like to provide food or if you would prefer a per diem. For planning purposes, please budget \$30 per day per person (6 people total)
- Mileage: For planning purposes please budget 50 cents per mile. Mileage will be quoted separately and charged at actual miles times 48.5 cents per mile, or at the standard IRS rate. The James family travels from Granville, OH and the Tech crew from Birmingham, AL. For budgeting purposes, we recommend that you use Mapquest mileage plus 10%.

Billing for expenses: We will work everything out in advance, but a check for all above expenses incurred should be issued after the show.

Marketing:

We provide the following marketing items. For planning purposes, please budget \$100 for WJG marketing costs in addition to what you budget for external marketing. (i.e. radio, newspaper etc.).

- Demo DVD Video
- Logos – Various *Wendy & the James Gang* logos
- Photos – Digital photos from *Song of the King* and other family & promotional photos.
- Posters – We provide up to 25, 11”x 17” color posters, including shipping. Additional posters may be purchased for \$1.00 each. Electronic versions will be available as well.
- Website – We will post your event on our web site, as well as the Christian Happenings web site. We can also add a link to your site and vice-versa.
- Newspaper Articles & Press Releases
- We will be adding more tools in the near future.

Ideas for Funding a Show / When Budgets are Tight

If the suggested honorarium is financially beyond what your church can do please let us know. Our mission is evangelism and outreach and we simply want to reach many kids and families for Christ. We also have plenty of creative suggestions to help your church raise money to fund this event.

1. Utilize multiple budget line items - Often Children's Pastors are expected to pay for these events out of their own budget. However, these shows also qualify for families, evangelism, education, and Christian growth, so these and other budget categories can be legitimately utilized to minimize the impact on one budget line item.
2. Sponsorships - Ask local corporate sponsors to help with the cost, donate food for an accompanying event or sponsor inflatable games, etc. Give them proper recognition and allow them to distribute coupons, etc. Talk to key people and businesses in your church. Share your vision of reaching kids for Christ.
3. Sell concessions with the proceeds going towards the cost of the show.
4. Tickets – making this a ticketed event requires our permission in advance. We prefer not to do this, but distributing “free” tickets has proven to be a great marketing tool.

Love Offerings

We normally prefer to not take love offerings at our outreach events as a means to support our ministry. They tend to disrupt the flow of the event and can send a wrong message to the families (especially newcomers) that we all are trying to reach. We love it when the event is free with no strings attached.

Instead, we would rather encourage families to purchase a CD that will teach kids God's word through music in an exciting way that will have a lasting impact on their lives.

However, if you feel strongly that it would be appropriate for your event, or if you feel led to take an offering during a regular worship service, please let us know.

Thank You!

If you have any questions, please don't hesitate to contact Barb Foltz, Ministry/Booking Coordinator, at 740-403-2156, or at Barb.Foltz@livingrock.com.

Thank you and God bless!

