



FAITHTOGO PO BOX 17273 San Antonio, TX 78217 (210) 651-2104
www.faithtogo.com Email: contact@faithtogo.com

ALL BOOKING and INTERVIEW REQUESTS must be made by email. FAITHTOGO *confirms* all scheduled Bookings and Interview Requests in person by telephone to the contact person listed in the request.

In your email to: contact@faithtogo.com

- Please include as your subject line: Booking or Interview and the Artist name.
- Event and Location Address
- Date and Time of Event
- Best Budget Offer
- Contact Information: Name, telephone, email, and website

Example.

Email Subject line: Book LaDonna Hite

2011 Women Conference
123 ABC Street
Austin, TX 77777

March 10, 2011
7pm-9pm
BBO: \$600 1 song, \$1000 2 songs

Contact Info:
Jane Doe
(999)999-9999
www.women.com
Email: janedoe@example.com

PAYMENT

After telephone confirmation- **payment** must be received within 7 business days for all events that are **three weeks away** from the scheduled event date. **Payment** must be received 30 days before the scheduled event date for all events that are **more than three weeks away**.

****Payments for last minute scheduled events are due immediately** (can vary per telephone confirmation).

Payments can be sent by email, in the form of a check or a Post Office money order to:

FAITHTOGO
PO BOX 17273
SAN ANTONIO, TX 78217
(In memo: ARTIST NAME, DATE – Example, LHite 12/5/2011)

EMAIL PAYMENTS through **PAYPAL** at their *secure* link <https://www.paypal.com> to Faithtogo's Paypal email address: contact@faithtogo.com