



ITINERARY FOR VISITING PASTOR

[Dates Inserted Here]

WELCOME

Dear Pastor [INSERT NAME],

[INSERT BODY OF WELCOME LETTER],

[INSERT NAME], Guest Relations Manager

P: +61 123 456 789

E: [INSERT EMAIL],

HILSONG CHURCH AUSTRALIA CAMPUS DETAILS

[INSERT CHUCH LOCATION ADDRESSES
AND DETAILS],

ACCOMMODATION

[INSERT ACCOMMODATION
INFORMATION]

CONTACTS

Please do not hesitate to contact us if we can help you in any way

[INSERT NAME OF ANY CONTACTS NEEDED FOR
DURATION OF VISIT],

ADDITIONAL GENERAL INFORMATION

Dress Code

During our weekend services, you are welcome to wear 'Smart Casual' attire, which also includes dress jeans. We prefer, however, that you are dressed in how you feel most comfortable

Scripture Verses and Videos

If you would like to have any audio video requirements to have shown on the screen during your speaking times, please advise Guest Relations Manager who will ensure that these details are made aware to our television team

Sermon DVD's

At the conclusion of your time with us, we will be sending your office DVD copies of your weekend service speaking, for your records

Wireless Internet

You are welcome to login to our wireless network when onsite using the following wireless internet details:

Hills / City / South West Campuses: Network Name: HillsongHotspot
Username: XXX // Password: XXX

SUMMARY OF CHURCH SPEAKING SCHEDULE

DATE	SERVICE	TIME	LOCATION	SPEAKING LENGTH	LINKS TO OUR OTHER CAMPUSES
Saturday January 25	City Campus Weekend Service (Alexandria Location)	6:00pm – 7:30pm	Main Auditorium, City Campus (Waterloo Location)	‘Hot Seat’ interview 7 minutes	City Campus (Waterloo Location)
	City Campus Weekend Service (Waterloo Location)	6:00pm – 7:30pm	Main Auditorium, City Campus (Waterloo Location)	30 minutes	City Campus (Alexandria Location)
Sunday, January 26	City Campus Weekend Service (Waterloo Location)	8:00am – 9:15am	Main Auditorium, City Campus (Waterloo Location)	30 minutes	None
	City Campus Weekend Service (Alexandria Location)	9:00am – 10:30am	Main Auditorium, City Campus (Alexandria Location)	35 minutes + ministry time	City Campus (Waterloo Location)
	City Campus Weekend Service (Alexandria Location)	11:30am – 1:00pm	Main Auditorium, City Campus (Alexandria Location)	35 minutes + ministry time	City Campus (Waterloo Location)
	Hills Campus Weekend Service	6:00pm – 7:30pm	Main Auditorium, Hills Convention Centre	35 minutes + ministry time	None

Saturday, January 25

9:40am

Arrive Sydney - [INSERT FLIGHT NUMBER]

Driver Name (*Cell: +61 123 456 789*) will meet you at the airport and will drive you to the Hotel

Once you arrive at the hotel you are welcome to rest and refresh for church this evening. Your driver is available to you, should you wish to travel anywhere

HILLSONG CHURCH WEEKEND SERVICE INFORMATION

In our Hillsong services this weekend there is a total speaking time of 30-35 minutes allocated for your message. There will be a countdown timer on the TV screen directly opposite the platform to assist you with this timing

5:15pm

Driver will meet you inside the hotel foyer and will drive you to our City Campus (Alexandria Location service)

6:00pm

You are being interviewed as part of our Relationship Series in the 'Hot Seat' (7 minutes)

Location: City Campus (Alexandria Location service)

Link: Waterloo Location Service

Please be aware that you are linking with our Waterloo Location service

As soon as you have finished speaking, Driver will escort you to our Waterloo Location service. When you arrive, the 6pm service will already be in progress

You are speaking (30 minutes)

Location: City Campus (Waterloo Location service)

Link: Alexandria Location Service

Please be aware that you are linking with our Alexandria Location service

7:30pm

Service concludes

Pastor will speak to you regarding dinner plans

Sunday, January 26

7:30am

Driver will meet you inside the hotel foyer and will drive you to our City Campus (Waterloo Location)

8:00am

You are speaking (30 minutes)

Location: Waterloo Location service, City Campus

As soon as you have finished speaking, Driver will escort you to our Alexandria Location service. When you arrive, the 9am service will already be in progress

9:00am

You are speaking (35 minutes)

Location: Alexandria Location service, City Campus

Link: Waterloo Location service

Please be aware that you are linking with our Waterloo Location service

10:30am

Service concludes

Breakfast will be served in the Guest Lounge

11:30am

You are speaking (35 minutes)

Location: Alexandria Location service, City Campus

Link: Waterloo location service, City Campus

Please be aware that you are linking with our Waterloo Location service

1:00pm

Service concludes

Lunch will be served in the Guest Lounge

After lunch

Driver will drive you back to the hotel

5:10pm

Driver will meet you inside the hotel foyer and will drive you to our Hills Campus

6:00pm

You are speaking (35 minutes)

Location: Hills Campus

7:30pm

Service concludes

Dinner will be served in the Guest Lounge

Monday, January 27

Driver will liaise with you regarding your preferred departure time for your international flight today. You need to arrive no later than two hours prior to your flight departing

12:20pm

Depart Sydney – [INSERT FLIGHT NUMBER]

Thank you for ministering at Hillsong Church, we have loved having you with us!