



Make a Difference (M.A.D.) Live Event Agreement

Important: Please initial each section to indicate understanding and agreement.

M.A.D. LIVE EVENT SCHEDULE:

- The event is about 4 hours of instruction PLUS BREAKS. The total time from start to finish will be 5-5 ½ hours depending on how long lunch takes. Any changes in the length of the event should be approved by Don Sunshine Ministries (DSM).

PROMOTION:

- Don Sunshine Ministries (DSM) will provide the host church with an electronic version (.pdf and Word) of a promotional flyer to promote the Live Event. These files will be emailed to the church about 5 weeks before the date of the event. The flyer may be printed and posted, or attached to an email and distributed to interested individuals, pastors, or churches to increase the attendance and the impact of the training.
- There is a 2 minute and 42 second intro video on www.donsunshine.org that may be used to promote the M.A.D. Live Event. This video may also be downloaded from this site: <https://vimeo.com/97246428>. This video will encourage the congregation to make the time investment to be equipped to share their faith in Christ and begin making disciples, as commanded by our Lord.
- When promoting the Live Event, please be sure to emphasize that there is **NO ROLE PLAYING**. It has been our experience that people are so afraid of having to role play, that they will not attend if there's a possibility they will be called on to get up in front of the audience and do something.
- You may wish to contact your local Christian radio stations and ask them to either promote the event using a Public Service Announcement (PSA), or have the event listed on their Community Bulletin Board or Calendar. This normally requires about a 4-week notice.

_____ Initials

HANDOUTS AND EVALUATION FORMS:

- DSM will provide a .pdf file of the handout that needs to be printed for each attendee. The handout is 10 pages and may be printed on both sides of the paper to save some money. You will also be provided with a 1-page Evaluation Form that needs to be printed for each attendee. These files will be sent to the host church electronically with the event flyer about 5 weeks in advance.

_____ Initials

TECHNICAL NEEDS:

- Don will need to speak with a technical person who is knowledgeable about the church's sound and video projection systems the week leading up to the event.
- Don brings a folding table and his MacBook, which he would like to set up in the front of the room where he'll be presenting. Ideally, having a video and sound connection in the front of the church works best. If there are no connections in the front of the room, the laptop may be connected in the sound room in the back. In this situation, some sort of projection on the rear wall is desirable.
- Sound from the Mac can be input into the church's sound system via the standard 3.5mm sound port, or via XLR microphone cord. Video may be projected using standard VGA or HDMI. If HDMI is utilized, the sound may come through that connection as well.
- A wireless, hands-free microphone is needed. If the church does not one, please let DSM know and we will bring one.
- One 8 foot table will be needed in the foyer or lobby for display and literature purposes.

_____ Initials

INSTRUCTOR TRAVEL, LODGING AND MEAL EXPENSES:

- DSM is a faith-based ministry. Normal travel expenses and a love offering is all we ask. There are no minimums or financial guarantees for the love offering.
- DSM endeavors to keep the travel expenses at a minimum. Whatever is less expensive – renting a car plus gas, mileage for personal car use, or just gas for the RV will be charged to the church. Meals and lodging (if necessary) are also normal expenses. After the event, the church will receive an expense report, with receipts, and a W-9 for your church Treasurer.
- If the ministry RV is not used, hotels are preferred over stays in homes. This allows for rest from the travel, a quiet time, prayer, and preparation for the next day's event. DSM only uses reasonably priced hotels....nothing fancy. DSM will make the hotel reservations

_____ Initials

CANCELLATION:

- If the event is cancelled within 45 days of the scheduled event date, a fee of \$500 will be billed to the host church. The reason for this is that it will be next to impossible to get another church to take the cancelled date on short notice.
- Certain "Acts of God" will be reviewed on a case-by-case basis.

_____ Initials

I agree to all provisions of this Agreement and desire to sponsor a seminar according to the following information.

Agreed Date of Event: _____ Pastor's name: _____

Church/Organization: _____

Address: _____ City/State/Zip: _____

Phone: _____ Cell: _____ Fax: _____ Average Morning Worship Attendance: _____

Authorized Signature: _____ Title: _____ Date: _____