



M.A.D. Live Event Agreement

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

M.A.D. Live Event Schedule:

_____ **Initials**

- The M.A.D. Lifestyle Evangelism Live Event consists of about four (4) hours of instruction plus breaks. The total time from start to finish will be about five (5) hours, including two (2) breaks. Please discuss the break schedule with Don Sunshine Ministries (DSM) in advance of the Live Event.
- I know that any changes in the length of the M.A.D. Live Event should be communicated and approved by DSM in advance.

Promotion:

_____ **Initials**

- Don Sunshine Ministries will provide the host church with an electronic version (.pdf) of a flyer for this Live Event. This file will be emailed to the church about 5 weeks prior to the scheduled Live Event. The flyer may be printed and posted or emailed to interested individuals, pastors or churches to increase attendance.
- There are several videos on www.donsunshine.org that may be used to promote The M.A.D. Live Event. One is a ~3 minute introduction to the seminar. The other files are teaser files that may be used in the weeks leading up to the Live Event to give the congregation a feel for the content and how the material is presented. These are important tools to help drive attendance.
- When promoting the seminar from the pulpit, please emphasize that THERE IS NO ROLE PLAYING. It has been our experience that people are afraid of role playing and will not attend if they think they may have to stand up in front of people and do this.
- You may contact your local Christian radio station (s) and ask them to promote your M.A.D. Live Event using a PSA (Public Service Announcement). These are free and the stations often require at least 4 weeks' notice to schedule the PSA. So plan ahead.

Handouts:

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- Don Sunshine Ministries will provide an electronic version (.pdf) of the handout and evaluation form that needs to be printed for each attendee. It will be sent along with the promotional flyer about five (5) weeks' prior to the M.A.D. Live Event.

Technical Needs:

_____ **Initials**

- Don will need to speak with a person knowledgeable about your church's video and sound systems.
- Don brings a folding table and his laptop which are set up in the front of the room. Ideally, if your church has a video connection to the church projector from the front of the room, this works best. Connecting to a feed in the sound room in the back is not desirable. It works best to have the laptop up front if at all possible. If this will not work, please contact the our ministry ASAP to discuss other options.
- A standard XLR microphone cord will also be needed to reach the folding table in front. This cable will be connected to a converter box coming out of the laptop so the videos' sound can be amplified through your church's sound system.
- A wireless, hands free microphone should be available if the size of the room is large, or if a large number of people will be attending. Again, if the church does not have one, please let Don Sunshine Ministries know in advance.
- An Eight (8) foot table will be needed in the lobby area for display and literature purposes.

Fees, Instructor Travel, Lodging and Meal Expenses:

_____ **Initials**

- Don Sunshine Ministries conducts the M.A.D. Live Events for travel expenses and a love offering. Checks for expenses and the love offering should be made out to "Don Sunshine Ministries".
- Normal travel expenses (ie. car rental and gas, or mileage - whichever is less, plus meals and lodging) incurred while traveling to and from the seminar will be paid by the host church. A detailed expense report with receipts will be provided to the church following the event.
- Instructors prefer to stay overnight in a hotel/motel rather than in a family's home. This allows for rest from travel, quiet time, prayer, and preparation for your Live Event. To keep expenses down, DSM stays in reasonably priced hotels. DSM makes those arrangements.

Cancellation or Reschedule:

_____ **Initials**

- If the event is cancelled within 45 days of the event date, a fee of \$400.00 will be invoiced to the sponsor church. The reason for this is that it will be next to impossible to book something else for that date on such short notice.
- Certain 'acts of God' will be reviewed on a case-by-case basis.

I agree to all provisions of this Agreement and desire to sponsor a M.A.D. Live Event according to the following information.

Date of Event: _____ **Pastor's Name:** _____ **Email:** _____

Church/Organization: _____

Address: _____ **City/State/Zip:** _____

Church Phone: _____ **Cell Phone:** _____ **Other Phone:** _____

Authorized Signature: _____ **Title:** _____ **Date:** _____

Make a copy for your files and send this signed document to Don Sunshine Ministries - 56 Mulberry Bend; Jonesborough, TN 37659