



Event Confirmation Agreement

Thank you for inviting our non-profit network to partner with you in equipping the Body for the cause of Jesus Christ. Please read this form carefully before completing it in its entirety, signing it, and mailing it back to our office with your deposit. Once we have received your signed agreement and deposit, we will sign it and fax and/or mail you a copy for your records.

Organization Details:

Name of Organization(s) _____

Event Coordinator: _____

Coordinator's Phone Numbers: _____ (work) _____ (cell)

Coordinator's Email: _____

Contact Address: _____

Other Contact Phone Numbers: _____

_____ (home or office) _____ (fax)

Event Details: *Please select a Live Site Event:*

Re-Launched Financial Weekend

Here's Hope Event

One Nation Under God Event

LiveSite-4-Ladies Event

Faith-in-Focus (Apologetics) Event

Special Speaker (Banquet, etc)

Educational Evangelism Training – Revival –Conference –Pulpit Supply

Describe: _____

Requested Speaker(s) _____

Other Event/Training/Type: _____

Event Date(s): _____

Event Time(s): _____

Suggested Arrival Time: _____ am/pm

Suggested Departure Time: _____ am/pm

Event Location/Address (if separate from above): _____

Event Details: _____

What is your goal for this event?

What is your expectation of the LIVE SITE NETWORK presentation(s)?

Estimated Attendance: _____ Range of Ages Involved: _____

Note the number of sessions you would like us to lead/speak:

Session 1 _____ Session 2 _____ Session 3 _____ Session 4 _____ Session 5 _____

*****If an event schedule and/or directions to the event are available, please include a copy with this agreement.**

Financial Agreement: Please check the appropriate agreement options

While there is no "official charge" for our events, they do incur considerable costs. Our services and events are based on the sponsor providing the 4 M's:

- **Ministry** (Love offering, ticket sales, or conference stipend for your event)
- **Mileage** (Travel expenses to, from, and at your event)
- **Motel** (Lodging secured for the speaker/musicians/team)
- **Meals** (Providing any meals to, from, and at the event or reimbursements for meals)

Remember that when you give to Live Site Network, you are providing the basic financial needs for our Speakers (& the Speaker's family) as well as making an investment in our professional services. The following arrangements, expense reimbursements and payments (such as love offerings) can be discussed with us as soon as an event is scheduled and confirmed. This allows us to maintain a budget and also insure that there is no miscommunication.

Please make all checks payable to **LIVE SITE NETWORK**

A. DEPOSIT: A (non-refundable)* deposit of \$ _____ is due with this signed agreement. (see below concerning cancellations and refunds)

B. MINISTRY : Due on arrival or the conclusion of the event. Please select one:

____ **Honorarium:** \$ _____ per session x _____ sessions
(_____ due day of event).

____ **Love Offering/Collection:** \$ _____ collected x _____ sessions
(_____ due day of event

____ **Ticketed Event:** \$ _____ per session x _____ sessions
(_____ due day of event

C. MILEAGE: Travel Expenses: When applicable, sponsor agrees to reimburse LIVE SITE NETWORK SPEAKERS for round trip airfare and rental car expenses or mileage expenses. If flying, we will procure airfare and rental car reservations in advance making every effort to reduce costs. These invoices or receipts will be turned in to you for payment. What is the closest airport?

_____. If we are able to drive to/from your event, please reimburse us at the standard \$.505 per mile; we will provide you with documentation of mileage.

D. MOTEL: Lodging Expenses: Moderate hotel accommodations are acceptable. Please suggest nearby hotels in order for Live Site to make reservations if needed.

Once reservations have been made, you will receive a copy of the invoice or receipt.

Cancellations: Sponsor will be subject to reimburse Live Site Network for cancellation fees involving hotel, airfare, and rental car. A 30-day notice is necessary for half deposit refund. Full deposit will be forfeited for cancellations occurring 29 days or fewer prior to the event.

E. Meals: Any meals will be provided/included under the following (please select one):

To be Reimbursed; LiveSite Agent will turn in receipts. Please provide a max amount /meal

To be Allotted a per-meal-amount: \$ (_____) *suggested minimum \$7 per meal

To be Provided by sponsoring organization (catered, covered dish, hosted, restaurant, etc)

Special Instructions:

Resource Table: Please provide a table, a tablecloth, and one adult to manage this table. If we are flying, we will ship the books & resources a week in advance. To whose attention and to what address should we ship this package?

Audio/Visual Needs: We generally will have a PowerPoint presentation and/or DVD presentation clips along with handouts. Please provide an electrical outlet, extension cord(s), etc.

Please provide an A/V specialist who is able to troubleshoot equipment needed to run a presentation of this type.

Describe the A/V equipment (dvd player, computer, microphone, projector, etc.) that will be provided including brand and model:

Live Site Network will provide a computer/dvd & projector

Signatures:

Your signature acknowledges agreement with all the information written or typed on this form. Please be sure that all the information is complete and correct. The signatures below represent a commitment of both parties to fulfill all of the personal, professional, and financial responsibilities described in this agreement, upholding Biblical principles and personal integrity.

Coordinator & Title

Date

Live Site Network

Date

Mail to: **LIVE SITE NETWORK 600 Deerhaven Court Hillsborough NC 27278**

For Questions: **call 919-218-4138**

Website: **www.livesitenetwork.com**

e-mail: **info@livesitenetwork.com**



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