



To ensure your event is handled professionally, we ask that the doors be opened the day before and two hours prior to the event. The sound system will be set, tables set and decorations will be done on the day before. Artists will perform sound checks and set up their display tables the day of the event. The doors typically open to the public one hour before the event begins. We request that a room be designated for the artist and speakers to change clothes in and bottled water be supplied for them.

# CONFERENCE CONTRACT

Church/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Number of Artists: \_\_\_\_\_

Venue: \_\_\_\_\_ Conference Date: \_\_\_\_\_ Conference Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Target Age: \_\_\_\_\_ Master of Ceremonies: Y N Ticketed: Y N Product Table: Y N Catering: Y N

Preferred Artists/ Speakers: \_\_\_\_\_

Advertisement: \_\_\_\_\_

X \_\_\_\_\_

CLIENT SIGNATURE

X \_\_\_\_\_

MIDDLE MAN MINISTRIES

## EVENT COST

**Middle Man Ministries Conference Fee:** \_\_\_\_\_

**Artist Fee:** \_\_\_\_\_

**Artist Fee:** \_\_\_\_\_

**Artist Fee:** \_\_\_\_\_

**Speaker Fee:** \_\_\_\_\_

**Catering:** \_\_\_\_\_

**Advertisement Fee:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_