

# PERFORMANCE CONFIRMATION

**Karen Burkhart**

**2174 McCoy Rd., Columbus, OH 43220**

**614-270-2359**

**[www.karenburkhart.com](http://www.karenburkhart.com)**

## EVENT INFO

Performance Day and Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Outline: (please define time allotment and placement in event)

\_\_\_\_\_

## VENUE INFO

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_ Capacity: \_\_\_\_\_ Projected Attendance: \_\_\_\_\_

## EVENT ORGANIZER'S INFO

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

## MEALS AND ACCOMODATION (If more than 125 miles from Columbus, OH)

(provided for 2 adults and 2 children unless otherwise stated, one room with 2 Queen beds preferred)

Name of Hotel: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Confirmation Number: \_\_\_\_\_ Check-in time: \_\_\_\_\_

The Burkhart family will provide their own meals/snacks (from arrival time to departure time) and will then submit receipts to Event Organizer for reimbursement. Expenses incurred while travelling, including gas are covered by the Honorarium.

**ADDITIONAL TERMS OF AGREEMENT:** ("Good Faith" shall form the essence of this agreement.)

**Financial Arrangements:** Karen Burkhart does not set a specific fee but leaves it to the discretion of each host to determine the amount of the honorarium (or minimum love-offering), taking into account round-trip travel expenses, time, length of performance. For local performances, a live band may be provided. In that case, the donation should reflect the additional members. Hosts will be notified if travel expenses can be shared with other hosts on the same trip. A check or cash in the amount of \$\_\_\_\_\_ shall be provided prior to the Burkharths' departure. Checks should be made payable to: Karen Burkhart.

**Merchandise:** Sales of Karen Burkhart's CD, Just One Glimpse is considered part of this agreement as it represents a significant portion of revenue. Policies regarding auditorium regulations or Sunday sales that would adversely affect sales should be discussed prior to signing this contract. The host shall provide a merchandise table and volunteers to sell CDs at least 30 minutes before and after performance. The artist will provide a credit card machine and change.

**Technical Needs:** The host shall provide an adequate sound-system, including mic (cordless preferred), CD player, monitor, and speakers, which shall be in place in time for the sound-check to take place 90 minutes before the scheduled performance. A competent sound-operator is needed to run the sound-check and the performance. Unless otherwise arranged, Karen will perform using an accompaniment CD(s) operated by her husband, Matt, or, in some cases, she will operate an mp3 player from the stage. Depending on the type of event, power point slides and/or DVD may be used. An additional person may be required to operate this equipment.

**Staging:** An unobstructed, level, and solid stage area is needed. An area of about 8 ft x 8ft is preferred but not necessary.

**Promotion:** The artist will provide necessary promotional pieces to help make your event successful, many of which can be found at [www.karenburkhart.com](http://www.karenburkhart.com) under "Promo Kit". The host shall make every effort to promote this event, using e-mail, website, newspaper, radio, power-point slides, flyers or invitations. For additional promotional ideas please e-mail [karen@karenburkhart.com](mailto:karen@karenburkhart.com).

**Cancellations:** 30 days shall be the minimum required by either Karen Burkhart or the host to cancel this agreement. Karen Burkhart will make every effort to appear at this event. Should disaster, serious illness, death, accident, travel delays, or any other impediment affect Karen's expected arrival at this event, Karen Burkhart's liability shall be limited to offering a mutually acceptable replacement date. Where the host provides fewer than 30 days' notice to cancel this agreement, a fee of \$100 US shall be immediately payable to Karen Burkhart, OR, a mutually acceptable replacement date should be scheduled. Please note that rescheduling in the near term may not always be feasible.

We the undersigned, acknowledge receipt of a copy of this agreement, have read it, and will make every reasonable effort to abide by all terms and conditions as specified above:

\_\_\_\_\_  
Karen Burkhart

\_\_\_\_\_  
Date

\_\_\_\_\_  
Event Organizer

\_\_\_\_\_  
Date

(Please keep a copy for your records and mail the signed copy to the address above. Thank you! I look forward to serving the Lord with you through this event.)

