



The Host, by signing below, agrees that “The Affording Hope Project” Performer, Tevyn Kelly East, will present “Leaps and Bounds”, a presentation that usually lasts for no more than one and one half hours, under the terms shown in the chart below:

1. **The Affording Hope Project Basic Terms:**

Organization Hosting “The Affording Hope Project”	
Host Staff Person(s) and/ or Contact Person(s)	
Host Best Contact email address	
Host Best Contact telephone number	
Date of Presentation	
Time of Presentation	
Location/Address of Presentation	
Performance space dimensions (min. 18’W x 12’D)	
Host promotion paths (initial under the “check” mark which ones Host will perform)	<input checked="" type="checkbox"/> Promotion Path
	<input type="checkbox"/> Print and post our flyers (downloaded off of website)
	<input type="checkbox"/> Send out our pre-written press release to your local newsletter or news media
	<input type="checkbox"/> Share invitations to attend this event with other local Christian communities
	<input type="checkbox"/> Send information through email list-servs
	<input type="checkbox"/> Print up bulletin inserts
	<input type="checkbox"/> Hand out postcards
	<input type="checkbox"/> Print up the playbill, which will be available for download on the website, with enough copies for your projected audience.

Hosting Responsibilities (initial under the “check” mark which activities Host will commit to – each one should be initialed)	<input checked="" type="checkbox"/>	Host Responsibilities:
		Host will provide accommodations for Performer and one (1) technical assistant whenever possible (see # 4 below)
		Host will straighten the Performance space for set up three hours in advance of the Presentation.
		Host will have someone present during set up who is familiar with the onsite sound system to connect The Affording Hope Project sound system to the onsite sound system (see # 7 below).
		Host will provide 4 volunteers, with audiences of 100 or less, or at least 6 volunteers with audiences of 100 or more, to arrive one hour in advance of show time, and to stay through clean up.
		Host will provide one (1) clean and secure dressing room free from unauthorized people.
		Should the Host decide to charge an entry fee, Host will give Performer ten complimentary tickets for Performer’s invitees.
The Affording Hope Project will perform the tasks initial under the “check” mark:	<input checked="" type="checkbox"/>	The Affording Hope Project Responsibilities:
		Provide sound and lighting equipment and set up.
		Provide promotional material: posters, flyers, basic press release and press photos which can be downloaded off of website.
		Arrive at the performance location with sufficient time to set up and prepare for the show (at least two hours in advance)
		Provide resource material for interested audience members who would like to continue learning about the ideas presented in the show.
		Clean up with Host help
		<i>(Optional)</i> Facilitate a reflection process after the show or a question and answer period.

2. **Paying It Forward.** Because of the commitment of The Affording Hope Project to a “pay-it-forward” model, there is no established payment schedule – however, the host organization will initial one of the following options and commits to accomplishing that option to pay “The Affording Hope Project” forward to enable the next presentation:

Host Initials for Choice and Anticipated Amount	Paying-It-Forward Option for Host
	The hosting organization takes primary responsibility for keeping the gift moving. Host agrees to pay a flat fee along a sliding scale (\$350 for small organizations, \$500 for churches with over a 100 members, \$850 for large churches (200 members or more), colleges, and organizations with large membership). Amount shall be set out in the “Initial” column to the left. The hosting organization may elect to charge admission or include a free will offering from the audience. Distribution of revenue above and beyond contracted amount will be agreed upon between host and performer.
	The hosting organization shares responsibility with those attending the show to keep the gift moving. The hosting organization pays a smaller fee (than the sliding scale performance fees mentioned above) with the understanding that the audience will be asked to provide a free will offering or be charged admission. The expectation is that the booking fee plus the free will offering must meet or exceed the sliding scale performance fees mentioned above.
	Ticket sales are not encouraged, but may be considered on a case-by-case basis by the Performer. Ticket prices must be negotiated with the Performer or a Representative of the Performer, and set out in the “Initial” column to the left, as well as the percentage of Gross Admission paid to Performer. A representative of the Performer shall have the right to be present where tickets are sold prior to and during the performance.

3. **Recording.** The performance will not be recorded, photographed, copied, reproduced, transmitted or disseminated in or from the premises in any manner or by any means now or later developed, including audio and video, without the Performer’s prior written permission of Performer. The Host will take reasonable steps to prevent and stop any unauthorized recording by audience members or others attending the live performance of Performer.

4. **Accommodations.** Whenever possible, Host will provide lodging for Performer and one (1) Technical Assistant for the night of Performer’s performance in the home of a person affiliated with and/or trusted by the Host. Host will communicate with Performer one (1) week before the show as to whether or not lodging will be provided.

5. **Force majeure.** This Agreement is subject to the unavailability of Performer because of sickness, accidents, riots, strikes, acts of God, absence of power or other essential services, failure of technical facilities, failure or delay of transportation not within the Performer's control, any similar or dissimilar cause beyond Performer's control. In the event of such, Performer shall use Performer's best efforts to reschedule the performance at a later date. Performer shall not be liable to Host in any capacity or for any other damages as a result of a cancellation under this paragraph.

6. **Cancellation.** If the Host cancels the Performance within thirty days before the Performance, Host will donate to Performer \$150.00 for expenses. If such cancelation comes within two weeks, Host will donate to Performer \$300.00 for expenses.

7. **Sound.** Host will make the Performance place available for set up at least three hours prior to the time of performance and, if so, Performer will endeavor to complete the setup and sound check one hour prior to the time of performance. Performer will provide her own sound system for smaller venues; in larger venues Performer may connect to Host's onsite sound system. Host will provide a technical person, to arrive at performance site 2 hours prior to time of performance, when connection to Host's sound system is required.

8. **Stage/Performance Space Surface.** The stage or performance surface must be flat and free from obstructions with no gaps, grooves, crevices, rises, valleys, soft spots, etc. Performer reserves the right to postpone the live performance until such deficiency is repaired or corrected or until an alternative performance site is located.

For PERFORMER:

For HOST:

Authorized Representative

Authorized Representative

Printed Name: _____

Printed Name: _____

*Host agrees to return signed copy via regular mail to Performer, no later than seven (30) days before performance date.