

Apostle Edward Donalson, III of Logos Life Network and Leadership Institute Ministry Information/Agreement Sheet (MIAS)

The purpose for this MIAS is to keep up with Apostle Edward Donalson, III's increasing schedule with full detail and order. It is not a means by which the integrity of your ministry is questioned. This is implemented for his personal accountability measures. A copy of this information is always accessible to his pastor and intercessory prayer team.

This information/agreement sheet is a measure by which a clear understanding of expectation, on each part, will be established between your ministry (_____) and Apostle Edward Donalson, III of Logos Life Network & Leadership Institute. Note that all cancellations made 30 days or less will be subject to _ of honorarium rate. Any cancellations 2 weeks or less before the scheduled date will require a full rate honorarium. After completing this it will be important for your ministry to closely communicate with our office. Confirmation will be determined upon receipt of this MIAS. If you have any questions please contact us. *Please initial where P/I is marked.*

Please complete and return ASAP to:

**Logos Life Network & Leadership Institute
c/o Felicia Morgan, Personal Assistant
9237 Rainier Ave S., Seattle, WA 98118
Email: bereanfellowship@hotmail.com
Telephone: (206) 818-3801**

MINISTRY INFORMATION

Church/Ministry Name: _____

Pastor/Event Coordinator: _____

Ministry Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Fax: _____

Event Contact Person: _____ Phone/Ext.: _____

Position: _____

Web Page/E-mail Address: _____

Driver's Name for Ground Transportation: _____

Telephone: _____ Mobile Phone/Pager: _____

EVENT INFORMATION

() Conference () Seminar/Workshop () Summit () Convocation () Other _____

Day(s) _____ Date(s) _____ Time(s) of Ministry _____

Event Location (Venue): _____

Event Theme & Scripture: _____

Event Purpose & Goals: _____

TRAVEL INFORMATION (TRAVEL REGISTERED UNDER EDWARD DONALSON III...TRAVEL ASSISTANT'S INFO WILL BE PROVIDED)

- We will assist with all Travel and Hotel accommodations upon receipt of this information. _____ P/I
- All Travel related expense is to be paid prior to Apostle Donalson's travel. _____ P/I
- We ask that Adjutant meet Apostle Donalson **promptly** at the baggage claim with a sign (Apostle E. Donalson III). _____ P/I
- Please contact Personal Assistant if there is a transportation question or problem on the day of scheduled arrival. _____ P/I
- Driving considered within a three (3) hour range max, includes Car Rental Fee & Total Fuel Expense (when using personal vehicle) comparable per mileage charge will be assessed. _____ P/I
- Please email Sis. Felicia Morgan at bereanfellowship@hotmail.com for Travel Partnership numbers to be used when booking a flight for Apostle Edward Donalson, III prior to making reservations.

HOTEL ACCOMMODATION – 4 TO 5 Star Hotel Highly Preferred

(Preferences: Marriott properties, Hilton Properties, Westin/Sheraton/W (Star wood Hotels), Wyndham Properties)

- Hotel Information must be kept private and confidential – thank you. _____ P/I
- Hotel Room: Full service, non-smoking with King Bed, suite preferred. _____ P/I
- Separate room when traveling with assistant unless other arrangements made. _____ P/I
- Event host will be responsible for event related long distance or local call charges. _____ P/I
- Please email Sis. Felicia Morgan at bereanfellowship@hotmail.com for Travel Partnership numbers to be used when booking hotel room for Apostle Edward Donalson, III prior to making reservations.

Hotel Property Name: _____

Address: _____

Telephone: _____ Fax#: _____ Website: _____

Confirmation #: _____

High Speed Internet Available? Yes { } No { } Restaurant on property? Yes { } No { } Room service available? Yes { } No { }

AUDIO/VIDEO INFORMATION

Please initial where P/I is marked

Engineer in charge: _____ Phone/Ext: _____

Audio taped? Yes { } No { } Video taped? Yes { } No { } Lav. (clip on) mic? Yes { } No { }

A master Audio/CD/Video/DVD of services must be provided and given to Apostle Donalson. Thank you. _____ P/I

Computer connection and/or dry eraser board available for seminar/teaching sessions (if applicable)? Yes { } No { }

Please specify _____

MEDIA/BOOK INFORMATION

Please initial where P/I is marked

- Will there be an area to display Apostle Donalson's Media and book products? Yes{ } No{ }
- Will Apostle Donalson be able to promote Logos Life Network & Leadership Institute related events publicly? Yes{ } No{ }
- Will there be persons provided by your ministry to assist in product setup and sells? Yes{ } No{ }
- Can you approximate number of persons attending event in order to predict product supply? _____
- Money from Apostle Donalson's Media Product sells will also be given directly to Apostle Donalson or travel assistant. Checks should be made payable to: Logos Life Network. _____ P/I

PERSONAL INFORMATION

Please initial where P/I is marked

What is your projected honorarium for Apostle Edward Donalson, III per service/event? \$ _____

- Honorarium check/cash (half & half is preferred) should be made payable to: Edward Donalson, III. _____ P/I

Refreshments and Meals

- Beverage: Propel Fitness Water (Lemon) room temperature, before and after ministry. _____ P/I
- All meals should be provided on a per diem of at least \$35 per day, payable upon completion of event. _____ P/I
- Apostle Donalson enjoys Italian food and steak. Also country-style breakfasts (grits & pork chops), waffles.

Adjutant name: _____

Phone/ext: _____ Mobile: _____

For person filling out this information:

Print name: _____ Date: _____

Signature: _____

TRAVEL INFORMATION & SERVICING SHEET

Apostle Edward Donalson will normally travel with his musician and/or personal assistant. At least one travel ticket & hotel accommodation will be necessary unless other arrangements have been made. _____ P/I