

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 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 Edward Donalson, III of Logos Life Network & Leadership Institute. Note that all cancellations made 30 days or less will be subject to ½ 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 Shelia O'Connor, Administrator
129-25th Ave, Seattle, WA 98122
Email: LogosLifeNetwork@hotmail.com
Telephone: (206) 459-2358 (call first to fax)**

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 Edward Donalson's travel. _____ P/I
- > Adjutant must meet Edward Donalson **promptly** at the baggage claim with a sign (Edward Donalson III). _____ P/I
- > Please contact our Administrator 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
- > See attachment for Travel Partnership numbers to be used when booking a flight for Edward Donalson.

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
- > See attachment for Travel Partnership numbers to be used when registering Edward Donalson.

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 ED – 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

- > Will there be an area to display ED Media and book products? Yes{ } No{ }
- > Will ED 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 ED Media Product sells will also be given directly to ED 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 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 or a per diem of at least \$35 per day, payable upon completion of event. _____ P/I
- > ED 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

EDWARD DONALSON'S TRAVEL ASSISTANT

Edward Donalson will normally travel with his musician and/or personal assistant. At least one travel ticket & hotel accommodation will be necessary.

AIRLINE MEMBERSHIP

Jet BLUE Airways	Mr. Edward Donalson III	202-1486-750
Delta	Edward Donalson	2453302768
Continental	Rev. Edward Donalson, III	BD236565
Alaska Airlines	Edward Donalson III	11698142
American Airlines	Edward Donalson	P750X52
United Airlines	Edward Donalson	03124976870
Northwest Airlines	Mr. Edward Donalson III	100704204801

HOTEL MEMBERSHIP

InterContinental	Edward Donalson	224 229 064
Wyndham ByRequest	Edward Donalson	PG11037915
Westin/Sheraton (Starwood)	Edward Donalson	41035943828
Hilton (HHonors)	Edward Donalson	863434035
Marriott Rewards	Edward Donalson	838 625 515

For person filling out this information:

Print name: _____ Date: _____

Signature: _____