

booking contract & rider

Thank you for hosting us! This rider is an attempt to provide you with information that will help your event run smoothly, efficiently, and most importantly effectively. If any areas are unclear or appear to be difficult in your particular situation, don't hesitate to contact us to work towards a resolution. We sincerely appreciate the opportunity to work with you and are eager to help and assist you. We look forward to our time with you.

— Dan & Lauren Smith



General Information

Venue/Ministry Name: _____

Address: _____

Type of Event: _____

Date of Event/Service: _____

Contact Individual: _____ Phone: _____

Email: _____ Best Method of Contact: _____

Love Offering/Honorarium

Love Offering Honorarium \$ _____

Dan & Lauren are coming to you on either a love-offering or honorarium basis. Please indicate above which you would prefer. Please take into consideration the expenses of supporting this full-time faith ministry when encouraging your congregation to respond on a love-offering basis. Compensation for travel expenses is requested in addition to the love offering/honorarium. For all events/venues 50+ miles from the below address, we ask for an extra \$30 to cover gas expenses for acoustic duet bookings, and \$60 for full-band bookings.

*Please mail honorarium and travel expense check (when applicable) along with contract/rider to:

Dan & Lauren Smith
965 Green Terrace
Lancaster, PA 17601

Initial _____

_____ **Lodging (if applicable)**

Dan & Lauren request lodging for events and services more than 1 hour in distance from Lancaster, PA. For acoustic duet bookings, only one room is necessary. For full-band bookings, two rooms are requested.

Lodging: _____ Phone: _____

Address: _____

_____ **Meals**

Dan & Lauren request for evening events that a dinner meal is provided prior to the event start time.

_____ **Child Care**

Dan & Lauren request that a responsible individual with child care experience be present for the duration of the event to care for and watch their son.

_____ **Merchandise**

Our recordings are an important extension of our ministry. Part of our support for this ministry comes by offering these and other related ministry materials for sale after the service. This part of our ministry may be briefly mentioned during the service.

We will need at least 4-6 ft. of table space placed in a well lit area near the main entrance for merchandise sales as well as one more smaller table placed behind to serve as a work surface for the merchandisers. As well, at least two (2) responsible adults to sell the merchandise are requested. Both volunteers will need to meet with Dan 30 minutes before doors open to review merchandise procedures. Merchandise will be available prior to the event and all of the sellers will be needed for about 45 minutes after the event to help finish with sales, packing the product and displays, and counting out.

_____ **Song List**

Please include or email a list of current worship songs your church sings. Usually the previous six weeks will suffice. You can email this list to dan@thesmithfactory.com.

_____ **Sound/Stage Requirements**

See attached technical rider and stage diagram

_____ **Media Requirements**

We will be projecting lyrics of our songs. Please select which method you would prefer us to use.

- Powerpoint** - we will supply the file(s)
- ProPresenter** - we will supply the file(s)
- Use of your presentation software** - We will send a lyric document ahead of time
Please provide the name of the presentation software you use:

_____ **Promotion/Marketing**

Please use only "Dan & Lauren Smith" and "www.theSmithFactory.com/music" in all print and verbal promotion. This allows us to be found easily online and on iTunes. We request that the venue takes steps necessary to properly promote the event. Dan & Lauren will promote the event as well on the "Shows" section of their website and will provide any marketing materials (images/logos) to the venue at the venues request.

Contract Signing

This rider is necessary to ensure a smooth running, professional event. In the event that all of these requirements cannot be met, contact Dan & Lauren as soon as you are aware of the situation.

I, the undersigned, have read, understand, and initialed the contents of this contract/rider and accept the responsibility of fulfilling all requirements therein.

Signature: _____ Date: _____