



LEKEISHA T. COTTEN MINISTRIES

LeKeisha Cotten Enterprises, Inc.
lekeishacottenministries@gmail.com
WWW.LEKEISHACOTTEN.COM

Booking & Management
662-228-6511

MEMORANDUM

TO: Requester
FROM: Minister LeKeisha Cotten
RE: Booking and Contractual Services

Per your recent request regarding service and appearance, I have enclosed a full contract package. Please read in its entirety and fill out the contract and survey sheet completely and return it to my office within 15 calendar days of receipt. If you need additional time, please notify me via phone to discuss arrangements. If there is no call or returned signed contract within dated timeframe, the requested date will become available for another purchaser.

Be sure to complete, sign and return all items outlined in this contract:

- Page 2: Complete CONTRACT with your event details**
- Page 3: Read RIDER requests regarding Special Requirements – Date, Sign and Return**
- Page 4: W-9 for your business records, if needed**

We greatly appreciate the invitation and look forward to serving you in the name of the Lord! If you have any questions, feel free to contact me at 662-228-6511 - be sure to leave a message and we will be certain to return your call right away. Thanks so much for your understanding!

To God Be the Glory!

LeKeisha T. Cotten
Artist & Visionaire

Website: www.lekeishacotten.com | Email: lekeishacottenministries@gmail.com | Phone: 662-228-6511



MUSIC • T.V. • RADIO • AWARDS • SCHOLARSHIPS • PERFORMING ARTS • WORD
LEKEISHA COTTEN
ENTERPRISES



LEKEISHA T. COTTEN

MINISTRIES

MINISTER LEKEISHA COTTEN CONTRACT DETAILS:

Requestor's Name:		
Requestor's Email Address:		
Requestor's Phone Number:		

EVENT DETAILS:

Date of Event:			Time of Event:
Name of Event:			
Location of Event:			
What would you like LEKEISHA COTTEN to do?	<input type="checkbox"/> Praise & Worship <input type="checkbox"/> Solo <input type="checkbox"/> Speaker/Preacher <input type="checkbox"/> Concert (2 hours) <input type="checkbox"/> Panel(music) <input type="checkbox"/> Event Appearance/Host <input type="checkbox"/> Guest Psalmist/Solo <input type="checkbox"/> Cotten & The Collective Voices/Super Band		
Do you have a budget?	Yes \$ _____	No	Est. # of Attendees
What is the attire?			

HONORARIUM & FEES:

Standard Honoraria:	\$1,000 (Artist) \$3,500 (Local Concert) \$10,000 Artist + Full Band +BGVs \$600 Speak/Preach/Panel/Appearance \$350 MC/Host
Per diem for Meals:	
Rider:	

DEPOSITS & PAYMENTS:

Deposit Amount Required to reserve date:	(50%) due at signing of contract. <i>Deposits are non-refundable</i>
Balance Due:	To be remitted <u>on the day of the event</u> immediately upon Minister Cotten's arrival at venue/location.
Method of Payment:	Check, PayPal, Certified Check, Debit/Credit, Cash or Cashapp Cashapp: \$lekeishaTcotten PayPal: LTCMenterprises@gmail.com Please make payable to: LEKEISHA COTTEN ENTERPRISES

SOUND & EQUIPMENT REQUESTED:

If you do not have the following capabilities, an additional \$250 will be assessed for Artist to provide her own sound and setup. Artist requests a :15-minute minimum sound check prior to the start of the event.			
	Projector & Display Screen (for PowerPoint Presentation)		
	Podium	Music Stand	
	Flip Chart & Markers	Dry Erase Board & Markers	
	Live Streaming Capabilities	Video Recording	Photographer
	(1) Handheld Microphone with Stand (wireless or wired)		Lavalier/Lapel Microphone
	Sound monitors		
	P.A. System with a 1/4" or RCA or XLR input for laptop or Auxiliary (AUX) Cord capabilities		
	Instruments	Musicians:	
	Sound/AV Technician	Lighting Technician	Set Design



LEKEISHA T. COTTEN MINISTRIES

LEKEISHA COTTEN MINISTRY RIDER

(Purchaser agrees to provide the following accommodations, where indicated with a).

Armour Bearer/Event Assistant/Adjunct/Point of Contact/Green Room		Fee
	Requested to ensure Artist is in place, familiar with event lineup and well-informed on event specifics.	-
	(1) dressing room(s) for private use, to include or have access to private washroom. This room shall be locked or secured during the event and access provided to a member of Minister Cotten's staff. Whenever possible, the dressing room should include, at the least: 2 tables, 6 chairs, mirror, power outlets/plugs, and bottled water at room temperature, coffee maker or microwave.	-
	Food and drink accommodations should include: Room temperature bottled water, cranberry, apple or pineapple juice, fresh fruit or fruit trays, mints, crackers, meat or sandwich trays, and vegetable trays to feed up to (20) ppl.	-
	Space for (1) 6ft table display for merchandise to be promoted and sold during event. (optional)	-
Additional Entry, Admission and Seating		Fee
	(2) Additional event entry tickets for Assistant/Armor Bearer AND preferred seating.	-
	Purchaser will make private/accessible parking arrangements (if necessary) for <u> </u> automobile(s) at no cost to Artist.	-
	Seating accommodations for Artist and Vocalists.	-
Travel and Meal Accommodations		Fee
	Round-trip AIRFARE for () traveler(s) to the event. Flights should be arranged with preferred carriers (Delta, Southwest or United Airlines). It should be arranged and agreed upon, if requestor or Artist will book the flights.	-
	Ground Transportation (car, rental or provisional) for Artist and (3) traveler(s) to all locations and performance destinations for duration of event. Preferred transportation arranged by requestor should be large vehicle, personal or private SUV or other agreed upon. This artist and her team travels with up several luggages, music instruments and equipment for sound because of her busy schedule, length of days on the road, and merchandise. Please provide ample space for luggage. An SUV, Bus or Sprinter Van will normally accommodate. Per diem for meals are \$250/travel day.	-
Lodging Accommodations		Fee
	Hotel accommodations for () traveler(s) for duration of stay. Wherever possible, hotel rooms should be on Corner, Private, Penthouse or Concierge Floors and should have internet access. The Artist may arrive 1- 2 days prior to and stay 1-2 days afterward, when necessary, to fulfill ministry obligations. Preference will be specified on above contract	-
	AirBnB accommodations for up to () traveler(s) for duration of stay. Whenever possible, this lodging accommodation should include, no less than 6 bedrooms, 3 bathrooms 15 beds, a full kitchen, large living room, washer and dryer, central heating and cooling, and access to WiFi.	-

PLEASE BE MINDFUL OF THE CORRECT NAME SPELLING: LEKEISHA COTTEN

Minister Cotten may arrive 1- 2 hours prior to the start of the event, when necessary, to fulfill ministry demands, as the Lord so leads. All flight and lodging arrangements must be acceptable to change, as ARTIST'S schedule is subject to change. Artists may order room service from the hotel, only if necessary. In the event Minister LeKeisha Cotten may need to cancel this engagement, deposits will be returned to Purchaser and a written notice will be submitted to such effect in order to permit the rendering of services and/or other activities relating to a TV appearance, motion picture, or stage production agreement. If Purchaser cancels, deposits are non-refundable and will not be returned. The Artist Team will contact the Purchaser one week in advance of performance with arrival information and confirmations of event details. Minister LeKeisha Cotten kindly requests that the Purchaser provide a reference letter upon completion of this contract that Minister Cotten may use to help acquire future work, provide testimonials for ministry or for promotional purposes. **ANY FEES SPECIFIED ABOVE HAVE BEEN INCLUDED IN THE HONORARIUM ON PAGE 1 AND REQUIRED AT THE SIGNING OF THIS CONTRACT.**

Date: _____

LeKeisha T. Cotten, Artist

Date: _____

Requester's Signature Here