


LEKEISHA T. COTTEN
MINISTRIES

LeKeisha Cotten Ministries, LLC
lekeishacottenministries@gmail.com
WWW.LEKEISHACOTTEN.COM

Booking & Management
662-228-6511

MEMORANDUM

TO: Requestor
FROM: LeKeisha Cotten
RE: Booking and Contractual Services

Per your recent request regarding a potential performance date, 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 30 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 3: Complete, Date and Sign CONTRACT**
- **Page 4: Read RIDER requests regarding Special Requirements**
- **Page 5: 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



LC LEKEISHA T. COTTEN MINISTRIES

LeKeisha Taylor Cotten Biography

Singer Songwriter Speaker Vocal Coach Minister Entrepreneur T.V. Personality Worship Leader

Award-winning Gospel Artist, LeKeisha is a Mississippi Delta girl born and reared in the city of Indianola – home to many great legends, including Blues legend, B.B. King. LeKeisha Cotten has those same strong delta roots. Although her choice of genre is inspirational/gospel, you can hear her strong delta roots when she sings. A product of humble beginnings, yet victorious and self-accomplished.

Background

After graduating from Gentry High School, LeKeisha went on to study Broadcast Journalism at Delta State University in Cleveland, MS. She later furthered her studies at Mississippi Valley State University in Itta Bena, MS, after receiving a full Choral scholarship. During her college years, LeKeisha traveled the world abroad (France, Italy, Key West, Bahamas, etc.) performing and leading her University's choir.

Music Ministry Platform

A licensed Minister, has shared the stage with such greats as Sir The Baptist, Donald Lawrence, Lyle Lovett, CeCe Winans, Tamela Mann, Debra Morton (Bishop Paul Morton), Vicki Yohe, Jackalyn Carr, Rance Allen, LeAndria Johnson, MS Mass Choir, The Williams Brothers, Dottie Peoples, Dr. Yvonne Capehart, The Bolton Brothers, Paul Porter, and many more. Her most recent appearance was at Joel Osteen's Church in Houston, TX for the McDonald's Inspiration Celebration Gospel Tour.

Award-Winning & International Recognition

- 2013 Winner of the Diamondhead Performing Arts Center's 'Voices of the Coast'
- 2014 'Coast Idol' Winner - hosted by Fox New 25, sponsored by the American Idol
- 2014 Feature in Gulf Coast Woman Magazine and in South MS Living Magazine
- 2015 Rotating finalist for NBC's, The Voice
- 2015 International VIP Choice Winner' for AMTC competition
- 2015 South Florida's Gospel Music Awards Nominee for Female Artist, Song & Praise & Worship of the Year
- 2017 Southern Region Key of Gospel Music Awards Nominee for Artist of the Year
- 2017 Gulf Coast Women in Business Young Careerist Award Recipient
- 2017 President and Founder of the Gulf Coast Gospel Music Awards (GCGMA)
- 2018 FPAD Foundation Community Hero Nominee
- 2018 Host of Gospel Music T.V. Show, The Platform, airing on CableOne, AT&T, & Ocean 7 TV-WXVO
- 2018 Gulf Coast Woman in Business Award Recipient
- 2019 WQFX Power Gospel Radio Host of "LeKeisha Cotten In the Morning" on 1130AM & 98.7FM
Local, National and International Recognition for various other Music and Business Accomplishments

Entrepreneur

In 2015, LeKeisha launched her music ministry brand, LTC Ministries, LLC, with a starting staff of 20 personnel and debuted her first Worship Concert. She is the Vocal Coach and founder of Spirit of Excellence Clinic which teaches vocal technique, care and etiquette. Each year, she trains and teaches over 200 voices individually and collectively. In 2017, she launched the Inaugural Gulf Coast Gospel Music Awards honoring local artists, songwriters, and community leaders. She is also the owner of Day8Designs Event Planning Co.

Business, Family & Commitment

Minister LeKeisha Cotten holds true to her commitment to God and the Holy Bible. Her passion is for God's people; her prayer is to be transparent; her desire is to be used by God wholly and fully as she is confident that God is a rewarder of them that diligently seek Him. She obediently, yet humbly operates in her gifts of prophecy, healing, and deliverance as the Holy Spirit guides. "I believe we all possess specified gifts for the body of Christ. Our responsibility is to seek God concerning who we are, how to use those gifts and how to be a good steward over the things he entrusts us with – we MUST reach the masses" LeKeisha is married to Curtis Cotten, Jr., and they have 2 children, Mattie and Israel.

For Booking: Call 662-228-6511 or visit WWW.LEKEISHACOTTEN.COM | Email: LEKEISHACOTTENMINISTRIES@GMAIL.COM



LEKEISHA T. COTTEN MINISTRIES

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 (1 hour) <input type="checkbox"/> Panel <input type="checkbox"/> Event Appearance <input type="checkbox"/> Special Song Selection (Name of Song: _____)		
Do you have a budget?	Yes \$ _____ No	Est. # of Attendees	
What is the attire?			

HONORARIUM & FEES:

Standard Honoraria:	\$500 (Vocalist) \$2,500 (Concert) \$350 Speaker/Panel/Appearance
Per diem for Meals:	
Rider:	For Travel and Lodging, please see Page 5 for details

DEPOSITS & PAYMENTS:

Deposit Amount Required to reserve date requested:	_____. (25%) due at signing of contract. <i>Deposits are non-refundable</i>
Balance Due:	To be remitted on the day of the event immediately upon speaker's arrival at venue/hotel.
Method of Payment:	Check, PayPal, Certified Check, Debit/Credit, Cash or Cashapp Cashapp: \$lekeishacotten PayPal: cotten.LT@gmail.com Please make checks payable to: LEKEISHA COTTEN

SOUND & EQUIPMENT CAPABILITIES:

If you do not have the following capabilities, an additional \$125 will be assessed for Artist to provide her own sound and setup. Artist requests a :15 minute sound check prior to start of event.	
	Projector (e.g. for PowerPoint presentation) & Display Screen
	Podium Music Stand
	Flip Chart & Markers Dry Erase Board & Markers
	Lavalier/Lapel Microphone
	(1) Handheld Microphone with Stand
	Sound monitors
	P.A. System with a ¼" or RCA or XLR input for laptop or Auxiliary (AUX) Cord capabilities
	Instruments:
	Sound/AV Technician



LEKEISHA COTTEN MINISTRY RIDER

1. ___ Requestor agrees to provide Armour Bearer or Event Assistant for Artist to ensure she is in place.
2. ___ One dressing room for Artist's and staff private use, to include or have access to private washroom. This room shall be locked or secured during the performance and access provided to member of Artist staff. Whenever possible, dressing room should include, at the least: 1 table, 2 chairs, mirror, power outlets/plugs, and bottled water at room temperature, coffee maker or microwave. LeKeisha may arrive 1- 2 hours prior to the start of the engagement, when necessary, to fulfill ministry demands, as the Lord so leads.
3. ___ Purchaser will make private/accessible parking arrangements (if necessary) for (1) automobile(s) at no cost to Artist.
4. ___ Purchaser agrees to provide:
() Additional event entry tickets for Artist's Manager and/or Assistant or staff persons AND preferred seating
5. ___ Purchaser agrees to provide ground and preferred air transportation at their expense (Artist will contact Purchaser at least 24 hours in advance of performance with arrival information):
 - a) Round-trip preferred airfare for ___ travelers to the destination of performance (Artist prefers to travel with major carriers. Flights should be arranged with carrier of Artist's preference), OR
 - b) Reimburse Artist for travel arrangements, if purchased by Artist. Amount will be specified.
 - i. Round-trip ground transportation (car, shuttle, rental, etc...) for Artist and entourage to all locations and performance destinations throughout duration of event OR
 - ii. Reimburse Artist for rental/provisional transportation, if purchased by Artist. Amount will be specified.All ground transportation shall be provided by limousine, large vehicle, personal or private SUV or other arrangements that are discussed with artist. This artist travels with at least 3 large bags and at least (1) assistant because of her busy schedule, length of days on the road, and products for sale. Please provide ample space for luggage. A limo or SUV will normally hold all bags.
6. ___ Purchaser agrees to provide Hotel Accommodations at one of Artists' preferred locations at no cost to Artist for the duration of Artist's stay.
 - a) Hotel accommodations for __ traveler(s) for duration of stay for performance, OR
 - b) Reimburse Artist for lodging arrangements, if purchased by Artist. Amount will be specified.
 - c) Wherever possible, Hotel rooms should be on Corner, Private, Penthouse or Concierge Floors and should have internet access. Artist may arrive 1- 2 days prior to the engagement and stay 1-2 days afterward, when necessary, to fulfill obligations. Preference will be specified on above contract.All flight and hotel arrangements must be acceptable to change, as ARTIST'S schedule is always subject to change. If a non-refundable ticket is purchased and ARTIST'S schedule changes, the PURCHASER will be responsible for any excess fees or fares. ARTIST may order room service from the hotel, only if necessary.

SPECIAL NOTES:

- In the event Artist 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 Artist to render services and/or other activity relating to a TV appearance, motion picture, or stage production agreement. If Purchaser cancels, deposits are non-refundable.
- Purchaser will provide a reference letter upon completion of this contract that Artist may use to help acquire future work.

LeKeisha T. Cotten, Artist

Date

Requester's Signature Here

Date

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. LEKEISHA TAYLOR COTTEN</p> <p>2 Business name/disregarded entity name, if different from above LEKEISHA COTTEN ENTERPRISES</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small></p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 11191 LANDON LAKE BOULEVARD</p> <p>6 City, state, and ZIP code GULFPORT, MISSISSIPPI 39503</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	4	-	2	2	8	6	2	0	8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.