



# 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.

Note: Page 3 and 4 will be completed and signed by LCM Staff after your request has been received.

- **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**
- **Page 5: Professional photographs for event marketing purposes**

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](http://www.lekeishacotten.com) | Email: [lekeishacottenministries@gmail.com](mailto:lekeishacottenministries@gmail.com) | Phone: 662-228-6511



@LEKEISHACOTTEN

MUSIC • T.V. • RADIO • AWARDS • SCHOLARSHIPS • PERFORMING ARTS • WORD

LEKEISHA  COTTEN  
ENTERPRISES



# LEKEISHA T. COTTEN MINISTRIES

## MINISTER LEKEISHA COTTEN BOOKING CONTRACT DETAILS:

<b>Requestor's Name:</b>	
<b>Requestor's Email Address:</b>	
<b>Requestor's Phone Number:</b>	

### EVENT DETAILS:

<b>Date of Event:</b>		<b>Time of Event:</b>	
<b>Name of Event:</b>			
<b>Location of Event:</b>			
<b>What would you like LEKEISHA COTTEN to do?</b>	<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		
<b>Do you have a budget?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, how much? \$	<b>Est. # of Attendees</b>	
<b>What is the attire? Colors?</b>			

### HONORARIUM & FEES: \$

<b>Standard Honoraria:</b>	\$1,500 Artist   \$3,500 Concert   \$12,000 Artist + Full Band +BGVs   \$600 Speak/Preach/Panel/Appearance   \$350 MC/Host   \$750 Workshop
<b>Per diem for Meals:</b>	
<b>Rider:</b>	



### DEPOSITS & PAYMENTS: \$

<b>Deposit Amount Required to reserve date:</b>	<b>(50%) due at signing of contract.</b> <i>Deposits are non-refundable</i>
<b>Balance Due:</b>	To be remitted <u>immediately upon arrival</u> at venue/location.
<b>Method of Payment:</b>	<b>Cash, Cashapp (preferred), Venmo, Zelle, PayPal or <u>Cashier's Check ONLY</u></b> <b>Payable to: LEKEISHA COTTEN ENTERPRISES</b>

### SOUND & EQUIPMENT REQUESTED: *[STAGE PLOT FOR BAND PROVIDED 4 WEEKS PRIOR TO EVENT]*

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	Flip Chart & Markers	Dry Erase Board & Markers
Podium	Music Stand	
Live Streaming Capabilities	Video Recording	Photographer
( ) Handheld Microphones with Stand (wireless or wired)		Lavalier/Lapel Microphone
Sound monitors	Instruments:	Musicians
P.A. System with a 1/4" or RCA or XLR input for laptop or Auxiliary (AUX) Cord capabilities		
Sound/AV Technician	Lighting Technician	Set Design



# LEKEISHA T. COTTEN MINISTRIES

## LEKEISHA COTTEN MINISTRY RIDER

(This sheet will be filled in by LCM Staff. Purchaser agrees to provide the following accommodations, where indicated with a ).

Armour Bearer/Event Assistant/Adjunct/Point of Contact/Green Room		Fee
<input type="checkbox"/>	Requested to ensure Artist is in place, familiar with event lineup and well-informed on event specifics.	-
<input type="checkbox"/>	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: <input type="checkbox"/> tables, <input type="checkbox"/> chairs, mirror, power outlets/plugs, and bottled water at room temperature, coffee maker or microwave.	-
<input type="checkbox"/>	Food and drink accommodations should include: Room temperature bottled water, cranberry, apple or pineapple juice, fresh fruit, crackers, meat, hot/cold sandwich and/or vegetable trays to feed up to <input type="checkbox"/> ppl. <b>Please NO peanut butter.</b>	
<input type="checkbox"/>	Space for (1) 6 foot table for merchandise to be displayed, promoted and sold during event. (optional)	-
Additional Entry, Admission and Seating		Fee
<input type="checkbox"/>	Additional event entry tickets for Assistant/Armor Bearer AND preferred seating.	-
<input type="checkbox"/>	Purchaser will make private/accessible parking (if necessary) for <input type="checkbox"/> automobile(s) at no cost to Artist.	-
<input type="checkbox"/>	Seating accommodations for Artist and Vocalists.	-
Travel and Meal Accommodations		Fee
<input type="checkbox"/>	Round-trip Airfare for <input type="checkbox"/> travelers 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.	
<input type="checkbox"/>	Ground Transportation (car, rental or provisional) for Artist and <input type="checkbox"/> travelers to all locations and performance destinations for the 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 gas and meals are \$250/travel day and may be included in this fee, if notated.	
Lodging Accommodations		Fee
<input type="checkbox"/>	Hotel accommodations for <input type="checkbox"/> 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 contract	
<input type="checkbox"/>	AirBnB accommodations for up to <input type="checkbox"/> traveler(s) for duration of stay. Whenever possible, this lodging accommodation should include, no less than <input type="checkbox"/> bedrooms, <input type="checkbox"/> bathrooms, up to <input type="checkbox"/> 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/days 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.**

LeKeisha T. Cotten, Artist

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Requester’s Signature Here

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

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

### 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.

<b>Social security number</b>												
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<b>or</b>												
<b>Employer identification number</b>												
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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.

<b>Sign Here</b>	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](http://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.*



# LEKEISHA T. COTTEN MINISTRIES

*BELOW ARE APPROVED PHOTOGRAPHS TO USE FOR PROMO AND MARKETING. PLEASE CONTACT US SHOULD YOU REQUIRE A MORE SPECIFIED IMAGE.*

