



**Dawn Young, Manager**  
**407-797-0353**  
**dawn.marymcdonaldmusic@gmail.com**

## **Booking Contract for Concerts/Composer Weekends**

**Name of Church/Community Event:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_

Thank you for your interest in the ministry of Mary McDonald. She is looking forward to being with you on [REDACTED]. This contract constitutes an agreement between you and Mary related to her participation on these dates.

### **Booking Deposit**

**\$500.00** fee payable with signed contract. (*Refundable in full up to six months prior to event.*)

### **Honorarium**

**\$2500.00 plus expenses.** Full amount payable on the weekend she is with you. The honorarium includes concerts, banquet, rehearsals and worship service appearances as scheduled prior to event. (*Mary is happy to consider additional requests prior to six weeks before the event.*) **Fee Total: \$3000**

### **Expenses (to be reimbursed by church)**

**\*Travel:** Arrangements made by composer. (*Flight, Mileage, Rental Car with Full Insurance/Fuel*) Travel Reimbursement Invoice will be sent when/if flight is booked.

**\*Lodging:** Accommodations made by host church with prior approval by manager (*minimum hotel rating, three stars, inside entrance door, with a lobby entrance in a safe locale. See hotel form for preferred hotels*) Please return Hotel Request Form once confirmed.

**\*Meals:** Enroute and local, reimbursed by host church.

Mary's manager will follow up with an invoice for any remaining expenses.

**Concert & Rehearsal Needs**

The following are other items which will help Mary to do her best for you. Please provide:

- 1. Acoustic piano (and organ, if used) In good repair, tuned and located in the center of the platform. Due to the nature of Mary’s ministry, it is important that there be good communication and sight lines between the piano and the congregation. (Please contact Mary if this presents a problem.)
- 2. Stand up microphone
- 3. Bottle of chilled water
- 4. A stool for rehearsals
- 5. Someone to help sell products (*if applicable*)

**Host Church Contact Information and Details**

Please provide name, cell phone number, and description of vehicle, which will transport Mary and luggage to and from airport, hotel, and church no later than 1 week prior to event.

*Rehearsal Date/Time:* \_\_\_\_\_ *Concert Date/Time:* \_\_\_\_\_

*Location/Address:* \_\_\_\_\_

*Contact Person:* \_\_\_\_\_

*Phone:* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Transportation Information (Name of Person, Cell #, Description of Vehicle):*

\_\_\_\_\_

**Cancellations**

*Any expenses incurred, plus half of the composer fee are payable upon cancellation by the host church within six weeks prior to the initial date of the event, unless the event can be rescheduled as agreed upon by both parties.*

Mary welcomes the opportunity to discuss any further information you might need. Feel free to contact her manager at 407-797-0353 or email **dawn.marymcdonaldmusic@gmail.com**. If you agree to the above terms, please return a copy of this letter for countersignature. A fully executed copy will be returned to you. Please make check out to **Mary McDonald** and mail to: **Dawn Young, Manager**  
**11041 Lake Katherine Circle Clermont, FL 34711**

Mary McDonald: \_\_\_\_\_ Date: \_\_\_\_\_

**Church or Contact:** \_\_\_\_\_ **Date:** \_\_\_\_\_