

Ministry Agreement

The Secret Servants Puppet Team and The Undignified Society Clown Team

This ministry agreement is intended to avoid any misunderstandings and collect needed information for both parties.

This agreement is entered into by and between The Secret Servants Puppet Team and The Undignified Society Clown Team, active ministries on behalf of Cathedral of the Cross Church, Birmingham, Alabama and _____

(Name of church, organization, group, or individual)

Please fill in all blanks.

Date(s) of engagement: _____

Location of performance: _____

yes no This performance will be indoors. yes no This performance will be outdoors.

Address of location: _____

Printed driving directions to this location are requested.

Performance time: _____ Start time of church service or event: _____

Arrival/Setup time: _____ (We need 1 to 1 ½ hours of setup time prior to the start time of any event)

A performance area having a width of 20 feet and a depth of 10 to 12 feet is needed for the puppet stage. The clowns perform in front of the puppet stage and require an additional 8 feet from the front of the stage to the audience.

yes no We are able to provide a suitable performance area for puppets and clowns.

We come close to having a required performance area for puppets and clowns. The following describes what we are able to provide. _____

Sound System: yes no The puppets and clowns will provide the use of their system.
yes no The puppets and clowns will use the in-house system with the provision of a CD player for their pre-recorded program.

Type of expected audience: _____families _____children _____older youth _____elderly

Length of requested performance: _____15 to 20 minutes _____45 to 55 minutes _____other

Special Instructions: _____

Contact Information of _____
(Sponsoring Group)

Contact Person: _____

Contact Person's email: _____

Contact Person's phone: (_____) _____ - _____

Sponsoring Group's fax: (_____) _____ - _____

Mailing Address of Sponsoring Group: _____

Contact Information for Puppets & Clowns of Cathedral of the Cross Church

Contact Person: Karen A. Torbert
205-854-7777 (Cathedral of the Cross Church)
karen.torbert@puppetsandclowns.com

Mail Ministry Agreement form to:

Karen A. Torbert
Cathedral of the Cross Church
1480 Center Point Parkway
Birmingham, Alabama 35215

PLEASE NOTE:

A performance is not completely booked until...

- contact has been made with the Director, Karen A. Torbert concerning details,
- the Ministry Agreement form has been filled out completely,
- the Ministry Agreement form has been faxed to 205-815-5400 and received or mailed to the given address above and received, and
- an e-mail or letter of confirmation is sent to you.

Signature of Contact Person

Date