

## APPENDIX H: ENGAGEMENT DOCUMENT OF UNDERSTANDING

### Engagement Document of Understanding Saint Therese Catholic Church Mooresville, NC

This form is meant to document certain agreed upon conditions in which St. Therese engages performing artists and speakers. This document will also be used to notate the agreement of these terms by the Pastor of St. Therese. This form must be signed by the appropriate party (speakers, artists, etc.); the appropriate commission lead or staff member; and the Pastor of St Therese.

#### Engagement Details

**Speaker, artist, or other engaged party:** \_\_\_\_\_

**Date (Time) of Engagement:** \_\_\_\_\_

**Engagement Service:**

- ☐ Musical Performance
- ☐ Speaking Engagement
- ☐ Other: \_\_\_\_\_

**Fees and Expenses:**  
(Paid by St Therese parish)

- ☐ Free of Charge
- ☐ Travel and incidental charges not to exceed \_\_\_\_\_
- ☐ Stipend or fixed charge of \_\_\_\_\_
- ☐ Donations raised during event
- ☐ Are fees/expenses included in current year budget Yes\_\_\_\_/No\_\_\_\_ (Check one)

**Payment Terms:**(St. Therese Parish will only pay via check or credit card.)

- ☐ Prior to engagement
- ☐ Mailed within 2 weeks of the engagement
- ☐ Other: \_\_\_\_\_
- ☐ General Ledger Number: \_\_\_\_\_

#### Other Considerations

St. Therese Parish May\_\_\_\_ / May Not \_\_\_\_record speaker/artist for future use or presentation (Check one)

St Therese Parish May \_\_\_\_ / May Not \_\_\_\_ use still images of speaker/artist on its web site or in print media to promote the engagement or document the engagement. (Check one)

The speaker/artist May\_\_\_\_ / May Not \_\_\_\_ sell books, recordings, or other memorabilia at the event (Check one)

#### Equipment and Materials:

- ☐ Speaker/artist will bring any and all equipment or materials needed for the engagement (cost of equipment rental must be included in Fees and Expenses)

St. Therese Parish will provide:

- ☐ In-house audio-visual equipment and supporting staff
- ☐ Podium
- ☐ Stage Risers and stairs
- ☐ \_\_\_\_ # of tables
- ☐ \_\_\_\_ # of chairs
- ☐ Other: \_\_\_\_\_  
(attach separate list as applicable)

**APPENDIX H: ENGAGEMENT DOCUMENT OF UNDERSTANDING (CON'T)**

Engagement Document of Understanding  
 Saint Therese Catholic Church  
 Mooresville, NC

**Artist/Speaker Contact Information**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Phone (mobile):** \_\_\_\_\_

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

**Signatures**

<b>Speaker/Artist</b>	<b>Date:</b>
_____	_____
<b>Commission Chair</b>	<b>Date:</b>
_____	_____
<b>Parish Manager</b>	<b>Date:</b>
_____	_____
<b>Pastor</b>	<b>Date:</b>
_____	_____

**Additional Notes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: Commission Chair, Parish Manager and Pastor signatures are needed prior to approval of event.**