



## Memorandum of Understanding

between

YOUR NAME HERE

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and

**Nadine Owens Burton, dba Owens Burton Consulting, LLC**  
**P.O. Box 53, Middletown, Delaware 19709**  
**www.owensburton.net**

This is an MOU between the above indicated parties who agree to a mutually beneficial arrangement, whereby \_\_\_\_\_ hence forth known as **The Church**, agrees to host a speaking/training event presented by Nadine Owens Burton, henceforth known as **The Speaker**, where the event will be a fundraising and community outreach vehicle for The Church and a marketing vehicle for The Speaker.

The **Church** agrees to:

1. Host a speaking/training event and has chosen the following partnership event option:

**A Full-Day Workshop (100 to 150 people)**

**An Evening with Nadine Owens Burton (200 or more people)**

*(see attached information for more detailed descriptions of each option)*

and further agrees to

2. Have an audience present that meets the agreed upon attendance benchmarks for the event type chosen.
3. Promote the event to its congregation, staff, community partners and the community at large.
4. Provide a space that is compatible with the event option they have chosen (e.g. an auditorium for the larger evening event, adequate audio/visual equipment for voice and picture projection, designated space for “store” and/or post-presentation “meet & greet” area, etc.)
5. Promote the event on its social media platforms before, during and after the date of the reading/presentation.
6. Jointly submit press releases on the event to local and national media outlets.
7. Allow the Speaker to promote the event to potential external sponsors for our mutual benefit.
8. Allow the Speaker to video record the event for future use.

The **Speaker** agrees to:

1. Provide speaking/training event activities compatible with the partnership option chosen by the **Church**.

[  ] **A Full-Day Workshop (100 to 150 people)**

The Speaker will give a four (4) hour workshop presentation of one of her proprietary themes:

- a. **What Color Is Your Imagination?** [  ]
- b. **The Power of CARE** [  ]
- c. **The Promising Professional** [  ]

**Or**

[ ] **An Evening with Nadine Owens Burton (200 or more people)**

The Speaker will give a one (1) hour keynote style presentation of one of her proprietary themes and will then have a question and answer period for the attendees and “Meet & Greet” period following the presentation.

- a. **What Color Is Your Imagination?** [ ]
- b. **The Power of CARE** [ ]

and further agrees to

2. Act as a marketing and fundraising consultant for the Church to help actualize the most profits possible for this fundraising event.
3. Jointly submit press releases on the event to local and national media outlets.
4. Promote the event on her social media platforms: company website, Facebook, Twitter, LinkedIn, etc.
5. Promote the event through direct mail marketing.
6. Promote the event to potential external sponsors for our mutual benefit.
7. The Speaker agrees to charge the host Church a discounted fee for services commensurate of a mutually beneficial fundraising and marketing relationship; and on a sliding scale depending on when the Church finalizes its partnership with the Speaker. (The earlier one signs the contract and submits their deposit, the greater the discount.)

The first organization receives an additional 20% discount; the second a 15% discount; and the third receives a 10% discount. This translates to the following fees for services: If you are the first to pick a date...your fee will be \$2,400; if you are the second...\$2,550; the third church...\$2,850; and the 4th...\$3,000.

**The dates to choose from are:**

Saturday, October 13th

Saturday, November 24th

Saturday, November 10th

Saturday, December 15th

**Date Requested:** \_\_\_\_\_ First Choice \_\_\_\_\_ Second Choice

The above represents a Memorandum of Understanding (MOU) to begin the process of a joint fundraising and marketing project between the Church and the Speaker. By signing it, the Church is indicating that it has the means and motivation to meet the necessary parameters of this partnership.

In addition to this agreement, the Church must sign a contract for services and submit a deposit with the Speaker to finalize the agreement. Further terms and conditions will be detailed in this contract.

The parties below agree to the above

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Nadine Owens Burton Date

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The Church Representative Title Date

**Contact Information:**

**Church Full Name:** \_\_\_\_\_

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

**City, State, Zip** \_\_\_\_\_

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

**Church Website:** \_\_\_\_\_

**Pastor/Rector/Priest:** \_\_\_\_\_ *Title*

**Contact Person** (If not the Pastor) \_\_\_\_\_

**Please check all those social media accounts held by the church or its staff:**

Facebook \_\_\_\_\_ Twitter \_\_\_\_\_ Instagram \_\_\_\_\_ Pinterest \_\_\_\_\_ LinkedIn \_\_\_\_\_

**Please indicate if there is a specific church or community project which the potential fundraising profits would fund:**

General Fundraising: \_\_\_\_\_ Specific Project: \_\_\_\_\_

If specific, details of project: \_\_\_\_\_

# Choose an Event Option

Workshop or Evening Presentation

## Workshop

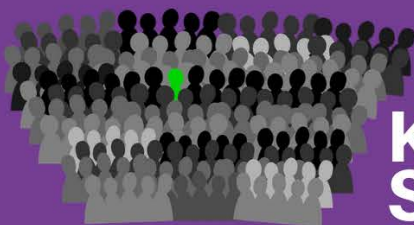
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What Color Is Your Imagination?  
The Power of CARE  
The Promising Professional



4-hour  
Workshop  
Day

100-150 attendees  
During the day, Lunch included



## Keynote Speech

Evening Event

What Color Is Your Imagination?  
The Power of CARE  
200 or more Attendees



You have three  
themes from which to  
choose:



And two types of  
presentations:

Full-Day Workshop or  
Evening Keynote Event.

**Workshop:** If you choose this option, OBC will provide a 4-hour workshop of one of the three proprietary themes for at least 100 attendees. This option would require some consideration for lunch for the participants, since it would be during the day.

**Evening Keynote:** If you choose this option, OBC will provide a 1-Hour keynote of one of the proprietary themes for at least 200 attendees. This option would require a large theater or auditorium style set up. After the presentation, there would be a "meet & greet" which would also mean the need for reception area space.