

# Contractual Agreement for Simulcast Partners

## The Parent's Summit 2018

Thanks for your interest in being a 2018 Simulcast partner with Woodlands Church! Read through the following document – we think it gives a great overview of what this process looks like. If everything looks good, sign it and mail it back to us, along with a deposit check. If you have any questions, don't hesitate: [contact@parentssummit.com](mailto:contact@parentssummit.com). Thanks!

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This MEMORANDUM OF UNDERSTANDING has been established to outline the commitment, expectations, and relationship between THE PARENT'S SUMMIT ("TPS"), a ministry of Woodlands Church located at 190 Hoover Ave, Plover, WI 54467 and the organization listed at the end of this document ("Host Site"). The outcome of this MEMORANDUM OF UNDERSTANDING should be clear mutual expectations between TPS and the Host Site in regard to The 2018 Parent's Summit ("Event").

### Host Site Obligations

#### 1. General

- a) Prior to completing this agreement the Host Site Coordinator will receive permission to host the Event from the top local leadership at the Host Site (for example the Senior Pastor, Lead Pastor, Governing Board, Council of Elders or other responsible party).
- b) The Host Site agrees not to schedule other competing activities while conducting the Event. This will help attendees and volunteers focus strictly on the Event.
- c) The Host Site acknowledges that other churches in their area may choose to host the Event and we do not impose geographic boundaries. Our desire is that churches will work together to reach parents in their city for Christ.
- d) The Host Site recognizes that TPS may exclude from the Event any Host Site whose teaching and/or practice does not align with the Woodlands Church Statement of Faith.

#### 2. Personnel

- a) The Host Site will assign an overall coordinator (referred to as the Host Site Coordinator) who will work with a TPS Site Liaison (see below) in organizing and promoting the Event.
- b) The Host Site will provide a team of volunteers to fill TPS-recommended roles including a minimum of a Host Site Coordinator, a Technical Coordinator, a Promotional Coordinator and a Prayer Coordinator.
- c) The Host Site will communicate initial contact information for their Host Site Team, and any significant changes in their team to TPS as soon as possible.

#### 3. Site Liaison

- a) Upon approval, each Host Site will be assigned a Site Liaison – a member of TPS Simulcast Team who will be the primary contact for all simulcast questions.
- b) The Liaison will help guide the Host Site in making the most of the Summit and answer any questions.
- c) Communication between the Host Site Coordinator and the Site Liaison will happen primarily over email.
- d) Please keep in mind your Site Liaisons may be volunteers, who will do their best to answer, or find answers, to questions within a reasonable amount of time. If they cannot answer your question, the questions will be referred to the Simulcast team.

#### 4. Financial

- a) The Host Site agrees to pay TPS an attendee fee of \$25 per attendee. The per attendee fee goes to offset resources and materials made available for each attendee, and the overall cost of the conference.
- b) The Host Site will pay a minimum of \$500 (20 attendees). However, if a church does not reach the 20 attendee minimum, the Forest Lakes District of the Evangelical Free Church has graciously agreed to underwrite the church's cost: we highly value smaller congregations

participating in the Event.

- c) So, total fee is calculated as “(total number of attendees) \* \$25.” (ex – 29 attendees = \$725).
- d) The Host Site will pay a \$250 non-refundable deposit at time of contract.
- e) TPS recommends Host Sites charge an admissions fee to the Event. This helps present the value of the Event to the attendees.
- f) The Host Site is more than welcome to charge attendees a fee different than \$25. For instance, if you want to subsidize the cost, and only charge attendees \$10 and cover the remainder of the attendance cost from church budget lines, that’s fine. Conversely, if you wish to charge a premium fee and use the extra amount to buy resources and tools, that’s welcome as well.
- g) Two and a half weeks prior to the Event, on Wednesday, February 7<sup>th</sup>, the Host Site will be required to submit a final count of expected attendees at the Host Site. This will be used to calculate total materials shipped as well as the final invoiced amount.
  - i. We recognize that requiring numbers three weeks in advance of the event is cumbersome, but given the amount of material and our desire to have that material to each Host Site in a reasonable manner, this is a non-negotiable date.
- h) You are welcome to estimate higher than current registration, but your shipping amount and invoice amount will reflect the submitted number. We encourage churches to budget accordingly.
- i) A final event invoice will be mailed one week prior to the Event, and will need to be paid within two weeks of the Event.

#### 5. Facilities

- a) The Host Site will provide a clean gathering area and restrooms for the duration of the Event. The Host Site will provide a gathering area with seating, lighting, sound, and projection environments conducive to broadcasting the Event.
- b) For attendance of 75 and less, TPS recommends circular tables and an environment conducive toward note taking and community. For larger events, TPS recommends row seating.

#### 6. Technical

- a) TPS will host a “Full Paths Test” on or around the evening of Thursday, February 1<sup>st</sup>, which will be a one-hour live streamed event to test equipment. The Host Site should test the internet bandwidth in their gathering area by using the test stream. Recommended bandwidth for streaming is 10 Mbps down.
- b) The Host Site will keep in mind that a large number of attendees simultaneously using Wi-Fi or the Host Site’s internet can have an adverse effect on bandwidth availability during the event. If the test feed is found to be choppy or minimally manageable, the Host Site should upgrade their bandwidth.
- c) If the Host Site finds the Internet bandwidth inadequate or non-existent in their gathering area, the Host Site agrees to purchase, install, and/or upgrade the Internet connection in order to properly broadcast the Event at their facility.
- d) The Host Site Technical Coordinator will confirm- in coordination with other local technical experts as needed -that the Host Site can receive, and properly project, the Internet streaming video feed in the gathering area planned for the Event.
- e) The Host Site Technical Coordinator will confirm- along with other technical experts as needed- that they will be available on-site during the Event.

#### 7. Support

- a) Upon completion of this contract, the Host Site will be given a unique login to [simulcast.parentssummit.com](http://simulcast.parentssummit.com). Please keep the password and login information private.
- b) Once logged in, the Host Site will have access to a Documentation section, which will provide many answers and insights into building an excellent simulcast experience – including ticketing, providing a resource area (see #9 below) and more.
- c) The website will also include access to all promotional material for each site, including downloadable copies of promotional videos, posters, handouts, bulletin inserts and more.

#### 8. Promotion

- a) While we simulcast TPS so that your local church community can take advantage of the great content, we also recommend your promote the Summit throughout your community and use it as

an outreach event and resource. As a result:

- i. The Host Site is encouraged to promote the Event to the fullest extent possible in their area.
- ii. The Host Site is encouraged to post the 15 included posters throughout their area.
- iii. The Host Site agrees to use TPS-provided artwork and promotional items to promote the Event.
- iv. The Host Site is encouraged to explore radio advertising in the area, as well as any other promotional means. TPS can provide the Host Site with radio ads and/or verbiage, as well as additional consulting in the area.

#### 9. Resources

- a) The Host Site is strongly encouraged to provide a resource area for their attendees, such as local governmental agencies, camps, child care facilities and businesses that area parents might find helpful. The Host Site should invite such organizations to set up tables to promote their resources for parents.
- b) TPS will provide ideas for local resources and businesses to contact.
- c) The Host Site will not charge for resource tables, but provide these free of charge for the betterment of parents.
- d) The Host Site will work with resource partners whose aims and goals do not conflict with those of the TPS or conflict with the Woodlands Church Statement of Faith.

#### 10. Thrivent Partnership

- a) TPS has entered into a sponsorship agreement with Thrivent Financial, an organization we believe in and trust. In an effort to offset as many event fees as possible, TPS gives limited marketing availability to Thrivent throughout TPS.
- b) The Host Site understands that booklet and print material may be branded with Thrivent's logo, and that there will be 2 included promotional videos for Thrivent of no more than 130 seconds each during the broadcast.
- c) Furthermore, TPS will seek to find a local Thrivent rep for each Host Site, who will be made available for questions during the Event and be accorded a resource table.
- d) If a Host Site, for whatever reason, has a Thrivent rep they would prefer to work with, we will happily accommodate this.
- e) If a Host Site, for whatever reason, wishes to waive the physical presence of a qualified Thrivent Rep, we will make accommodations, granted that the Host Site agrees to offset the lost underwriting that rep would have provided. Please contact your Site Liaison with any additional questions.

#### 11. Communications

- a) The Host Site and TPS will use email as the primary form of communication leading up to the Event.
- b) The Host Site agrees to receive e-mail updates from both TPS and Woodlands Church.
- c) The Host Site recognizes that TPS is largely staffed by volunteers and therefore may not be as responsive during normal working hours, especially well in advance of the Event.
- d) The Host Site will communicate with the TPS team members assigned to the Host Site to work through problems or issues before the Event.

#### 12. Broadcast

- a) The Host Site recognizes that the Event is a one-time, one-day experience and although the Host Site might be in a different city, state, time zone, or country, the Event happens only on the fourth Saturday of February.
- b) The Host Site agrees not to delay the broadcast more than four hours.
- c) The Host Site agrees that it is prohibited to record, reproduce, or distribute the broadcast, or any portions of it, for internal or external use without explicit written permission from TPS.

### TPS Obligations

#### 1. Promotion

- a) TPS will list the Host Site online at [www.parentssummit.com](http://www.parentssummit.com) and provide as much information on

that site as is available.

- b) TPS will provide downloadable promotional resources online.
- c) TPS will provide each host site with a minimum of 15 physical posters, event booklets for each attendee, as estimated by the Host Site, during the event, as well as other materials including resources, handouts, nametags and in some select cases, banners and book resources.

2. Planning

- a) TPS will provide guidebooks to assist the Host Site in the planning process for the Event.
- b) TPS will provide other schedules and tools online to assist the Host Site in planning.

3. Technical

- a) TPS will partner with a streaming service provider to provide a high quality video stream and technical assistance throughout the Event.
- b) TPS will provide a rehearsal with technical support a few days prior to the Event
- c) TPS will make technical support available the day of the Event from 8am to 7pm CST via online group chat. No technical support will be provided after the day of the Event.

4. Additional Terms

- a) If the broadcast of the Event is substantially prevented by reason of an act of God, strike, lockout, law, regulation or ordinance, war or terrorism, or by any other circumstance beyond the control of TPS, the failure of such performance will be excused and this Agreement deemed suspended during the continuation of such circumstance. TPS will make reasonable efforts to provide a program similar to the Event at a later date of its choosing. The substitution may be in the format of a DVD or online archive video stream, rather than a live production.

On behalf of my church, I certify that I have the authority to enter into this contractual agreement, and agree to the terms listed above.

Church Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Role: \_\_\_\_\_

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

*After final approval, we'll mail you back a copy of the fully signed and authorized agreement.*

Woodlands Church

Printed Name: \_\_\_\_\_ Role: \_\_\_\_\_

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