

Speaker Booking Agreement

This Agreement made as of _____ by and between Paulette Harper
(SPEAKER) and _____ (SPONSOR) whose address is

Host Ministry Name: _____

Name of Senior Pastor: _____ Spouse: _____

Name & Address of Place of Engagement:

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Phone: _____ E-Mail _____

Fax: _____ Website: _____

EVENT

Date of Event: _____ Time: _____

Name & Address of Venue:

City: _____ State: _____ Zip: _____

Expected Attendance: _____

Type of Event: ☐ Conference ☐ Workshop ☐ Seminar

Pastor Paulette Harper
Booking Agreement

Theme: _____

Expected Attendance: _____

How are you publicizing this event?

Confirming SPEAKER to: ☐ Speak ☐ Promote Books/Products ☐ Facilitate Workshop

Scripture: _____ Allotted Speaking time: _____

HONORARIUM agreed upon \$ _____ + expenses for (airline, hotel, meals, ground)

SPONSOR to make payment to: Paulette Harper

MINISTRY POLICY:

(Read Carefully)

I appreciate your understanding of the need for me to be specific on my ministry policy. I am honored that you have requested information regarding me speaking at your event.

TRAVEL EXPENSES

- Expenses for travel, accommodation and meals for SPEAKER are to be paid for by the CHURCH/SPONSOR.

ACCOMODATIONS

- Unless specified, SPEAKER will be traveling with one Armor Bearer. We ask that you provide us with the accommodations at the hotel if needed and that CHURCH/SPONSOR have made prior financial arrangements for the payments of separate rooms prior to our arrival.

TRANSPORATION

- If arriving by airplane, transportation cost is to be covered by CHURCH/SPONSOR as well as volunteers to provide transportation to and from venue as well as other areas that SPEAKER is requesting to attend.

Please check with the SPEAKER Representative prior to arrival to ensure that you have arranged for adequate transportation for personnel and luggage/products.

- If driving in the local area she will use her own vehicle, however any travel distance beyond 30 miles radius will be reimbursed at the IRS rate.

VIDEO/AUDIO TAPES OF MEETINGS

- CHURCH/SPONSOR will provide a master copy of each session at no cost to the SPEAKER. SPEAKER will have permission to duplicate/use as she determines.

BOOK/TAPE SALES

- CHURCH/SPONSOR are asked to provide a table with two chairs in an easily accessible area for the display and sale of teaching material and products. All proceeds from books/tape sales are to remain with the SPEAKER.
- We may also need Volunteers to administer product sales.
- **SPEAKER will bring her own products along** and will need to set up all products/displays before the service/event. In some instances, products will be shipped to the venue prior to the event/service. Please provide shipping information (address, contact name, etc) for such shipping.

HOSPITALITY

- Beverage preferences: bottled water (room temperature and orange juice)
- Snack preferences: fruit (available in hotel room)

Pastor Paulette Harper
Booking Agreement

PLEASE NOTE:

Adjustments will be considered and made for all local events regarding travel expenses and or accommodations prior to meeting date.

This agreement shall constitute the entire agreement between the parties and representative. Any modifications of this agreement shall be binding only if placed in writing and signed by all parties or an authorized representative of any party.

_____	_____
Church Administrator	Date

_____	_____
SPEAKER	Date

Please sign and mail this agreement back to us. A signed copy will be returned to you.

For more information, contact:

Paulette Harper
5058 Comanche Way
Antioch, CA 94531

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(925) 698-6903