

CONTRACT FOR SPEAKING ENGAGEMENTS

Booking

Review services and fees and then complete the required booking information on the following page.

Upon completion of this form, please email with a scanned signature to Brenda Walsh, at brenda@brendawalsh.com or mail to Brenda Walsh Ministries, PO Box 1007, Collegedale, TN 37315. If you have any questions or concerns, please email Brenda or call her at 865-776-4908.

Honorarium

Please call Brenda at 865-776-4908 for speaking fees. All honorariums are to benefit her ministry so please make checks payable to "Brenda Walsh Ministries."

Travel Expenses & Accommodations

The sponsoring organization is responsible for all travel expenses including airfare, rental car, hotel (not a personal residence), and meals. A non-smoking hotel room must be booked and paid for prior to arrival. Rental car and meal reimbursement will be based upon submitted receipts after the event. If the scheduled event is within driving distance (less than two hours ground travel time), the reimbursement for travel expenses will be calculated based on the standard IRS reimbursement rate of 58 cents per mile plus any fuel costs.

Airline tickets must be purchased within fourteen days following booking of the scheduled appointment. Exception: If booked more than one year in advance, tickets may be purchased within three to six months of the scheduled event. Brenda will make travel arrangements including purchasing airfare. The organization booking the event will be notified of airlines/flight numbers/times. Once received, the booking organization will reimburse Brenda within one week for the cost of the tickets via bank transfer or a check sent to her at this address: Brenda Walsh, PO Box 1007, Collegedale, TN 37315. If paying via bank transfer, an additional \$15 fee is charged per transaction. All payments received later than one week are subject to a 5% late fee for each week past the due date.

Video/Audio Taping

All audio and video recording is strictly prohibited during Brenda's presentations unless an exception is previously agreed upon. If the event is live streamed, the video file should be permanently deleted at the close of each presentation.

Audio

Lapel microphone is preferred, however if unavailable, please provide standard hand-held microphone. Over-the-ear microphones are not acceptable.

Speaking Topics

Please refer to Brenda's website at www.brendawalsh.com for suggested

titles or contact Brenda to customize themes/topics for your specific needs.

Book Signing

Two tables are needed - one to display products and another table for signing books. Please provide someone who can organize the book signing line to ensure a peaceful and orderly event.

Cooking Demos

All cooking demos to adhere to instructions as outlined on Brenda's website: www.brendawalsh.com

Promotions

The sponsoring party is responsible for all costs associated with the promotion of scheduled events, including the printing of posters, fliers, and brochures. All advertising design work including photographs must be pre-approved by Brenda prior to printing/distribution. Pre-approved photos are on her website at brendawalsh.com

Brenda Walsh Ministries Offering

In addition to Brenda's honorarium, an offering appeal for Brenda Walsh Ministries is requested. Donation envelopes will be provided and can be placed in the offering plate when the main offering is collected. At the end of the service, the envelopes are to be given to Brenda, sealed and unopened. Tax exempt receipts will be sent to all those who provided their address.

Deposit Policy

A non-refundable deposit of 25% of the honorarium is required upon confirmation of the booking. The remaining 75% of the agreed fee is to be paid at the event. Checks are to be made payable to **Brenda Walsh Ministries**. If the program is canceled by the booking organization and not rescheduled, the initial deposit will be considered full and complete payment.

Cancellation Policy

This agreement is binding on both parties and cannot be cancelled except as hereinafter provided. The organization and Brenda Walsh mutually agree that all parties shall be released from any and all liability or damages hereunder if the organization or Brenda Walsh is unable to fulfill the terms of this agreement due to an act of God, illness or physical disability of Brenda Walsh, interruption or delay of transportation, or any other cause beyond the control of the parties. If, for any reason, Brenda is delayed or cannot appear, she will promptly notify the organization to arrange a mutually agreeable change of date. If a change of date cannot be mutually agreed upon, the organization and Brenda Walsh agree that this Agreement is cancelled and previously agreed-upon speaker fees shall be refunded to the booking organization.

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CLIENT INFORMATION

NAME/ORGANIZATION _____

CONTACT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

COUNTRY _____

PHONE _____

EMAIL _____

PROGRAM INFORMATION

DATE _____ TIME _____

TOPIC _____

VENUE ADDRESS _____

CITY _____ STATE _____ ZIP _____

COUNTRY _____

ON-SITE CONTACT _____

ON-SITE PHONE _____

CONTACT SIGNATURE _____ DATE _____

PRINT NAME _____