

Beth Jones, Christian Speaker/Writer
www.bethjones.net

Speaking Appearance Agreement

At the request for professional speaking services by:

Church or organization: _____

Address: _____

City, State, Zip Code: _____

Phone No.: _____

Contact name: _____ Email: _____

Beth Jones agrees to speak for the following date and times:

Speaking topic: _____

At the agreed fee of \$ _____, plus all travel expenses. Air fare (coach), Kansas City International airport, if air travel is necessary; meals; and lodging in a safe, clean, non-smoking hotel room or facility, if over-night stay is required for this event.

The staff person who signs this agreement acknowledges the authority to do so, and assumes the responsibility to:

- Pay a non-refundable deposit of \$-- to secure the event speaker's calendar.
- Pay the full balance due of the total speaking fee, on the day of presentation.
- Reimburse any remaining travel expenses within 2 weeks after the event.
- Provide a female or a couple to transport Beth from and to the airport.
- Promote this event successfully throughout the church and the community by church announcements, posters, postcard or brochure mailings, email, videos, cell or support groups, and/or invitations to other churches.

Church or organization agrees to provide everything necessary for a proper presentation, including:

- A sound technician, 1 microphone, 1 audio sound system, and 1 music stand.
- Proper lighting so that the audience can see well.
- A safe, clean, non-smoking hotel room.

If this event is cancelled within 60 days of the scheduled date, the entire speaking fee will be paid to the speaker. This agreement transfers to new church leadership, and must be signed by church staff, not a volunteer.

Accepted by _____ Date: _____

Please print _____

Please sign this agreement and mail original copy with check by _____ (date) to:
Beth Jones (Email for mailing address: elizabethdjones@gmail.com)

