

RETHINKING
my thinking

Blooming in faith through His transforming grace

Speaking Agreement

Church/Ministry Name: _____

Church/Ministry Address: _____

Contact Name: _____

Contact Number/E-mail: _____

Event Name: _____

Event Date(s)/Location: _____

Session(s) Type (break-out/keynote/etc)/Topic/Length: _____

Speaking Honorarium: _____ Appropriate Meal Expenses: _____

Travel Expenses: *Within 30 miles of Fort Smith exempt*

Location 31 - 180 miles from Fort Smith \$0.53 per mile: _____

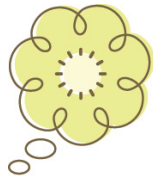
Location 181 or more miles from Fort Smith Church/Ministry must* book a round-trip flight (coach class/window seat preferred) from Fort Smith FSM or Northwest Arkansas XNA** and provide appropriate ground transportation to and from the airport, event venue, hotel, etc.

Flight Arrangements: _____

**Unless another arrangement has been made agreed to between Angela and Church/Ministry.*

***Flights from XNA will require a 160 mile round trip and thus mileage will be added as well.*

Angela Mackey, BSN, MABTS, RN - Fort Smith, AR 72903 - 479-420-4136
www.rethinkingmythinking.com - angela@rethinkingmythinking.com



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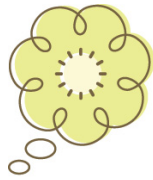
When an overnight stay is required a non-smoking hotel room will be reserved by and paid for by the Church/Ministry. (Angela prefers a hotel run Marriott or Hyatt.)

Hotel Accommodations: _____

Church/Ministry will provide:

- Complementary admission to the event/conference.
- Proper Sound Equipment and Technicians as appropriate for the size and space of the event.
- If available have ready a projector and remote for the use of keynote or pages. Angela will send appropriate slide show to the Church/Ministry Contact no less than two weeks before the event. Angela will also bring her computer and or a USB Drive as a back-up.
- Copies of necessary handouts one for each attendee. These will be sent to the Church/Ministry contact no less than two weeks before the event.
- If recording/video equipment is available the master copy of the event will be given to Angela Mackey digitally.
- The church/ministry has no right to copy, distribute or sell the audio or video of this event unless by written agreement.
- Water, preferably without ice.
- A podium, music stand, or cafe table as is available and appropriate to place notes, etc during the talk.
- Appropriate compensation (about \$30 per day)/provision for meals during the event and any overnight stay.

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Deposit:

A deposit of 25% the honorarium is due when the contract is signed.

Cancellation Policy:

If the ministry/church must cancel the event:

more than 60 days before the event - **deposit is refundable.**

60-30 days before the event - **50% deposit refundable.**

29 days or less before the event - **deposit not refundable.**

In the event Angela does not meet the deadlines for her deliverables (handouts, etc) the Church/Ministry has the right to cancel this agreement and will not be liable for any expenses, costs or damages incurred by Angela.

In the event Angela needs to cancel this agreement she will give 30 days written notice to the Church/Ministry and this agreement will be void.

In the event of an act of God:

- such that the event cannot be held, there will be **no cancellation fee and this agreement will be void.**
- such that Angela cannot travel to the event, the church/ministry agrees that **Angela will not be held responsible her part of the contract.**

