



# Speaking Contract

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Thank you for inviting Wendy Pope to speak at your upcoming event. It is an honor and privilege to have this opportunity to minister with you. This contract serves as a confirmation between you and Wendy.

## Event Information

Date of Contract: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_  
Theme/Topic: \_\_\_\_\_ Number of Sessions: \_\_\_\_\_  
Venue Name: \_\_\_\_\_  
Address: \_\_\_\_\_

## Contact Information

Person of Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email address: \_\_\_\_\_ Best Contact Number: \_\_\_\_\_

## Financial Agreement

Fee: \$ \_\_\_\_\_ plus travel, meals, and lodging expenses. Travel is defined as parking expenses, ground transportation (taxi/uber/car rental) including mileage to the airport, cost of airfare including baggage and seating fees. (Mileage reimbursement is \$.0535 or current rate as determined by the IRS standard mileage reimbursement rates.)

Deposit: 20% \$ \_\_\_\_\_ is expected at the time of contract. The check should be made payable to Wendy Pope. In order to secure the requested date, the deposit and signed contract should be received within 30 days of receipt of contract.

The balance of \$ \_\_\_\_\_ plus all travel expenses is due at the time of the event payable to Wendy Pope.

## Policies (Please initial each policy.)

- \_\_\_\_\_ The contract deposit is non-refundable.
- \_\_\_\_\_ The Event Sponsor is required to pay one-half of the contract balance ( \_\_\_\_\_ ) if the event is canceled 90 days or less prior to the event. If an emergency arises for the Event Sponsor or Wendy, rescheduling efforts will be made.
- \_\_\_\_\_ With the exception of a taxi, shuttle, uber, or car rental being used, a woman must be present with Wendy when she is transported to and from the airport and event venue.
- \_\_\_\_\_ Wendy will stay overnight at a hotel/B&B/event venue, but unable to stay in a private residence.
- \_\_\_\_\_ The event cannot be aired Live or recorded, via audio or video, on social media or other public platforms.
- \_\_\_\_\_ Wendy reserves the right to bring resource materials, including her books, to sell at the Event. The Event Sponsor will provide volunteers (one volunteer per 100 attendees) to assist at the book table.

Please sign below to confirm agreement and return the signed contract with deposit to:

Wendy Pope, PO Box 3221, Monroe, NC 28112

Event Sponsor Signature \_\_\_\_\_

Date \_\_\_\_\_