



SPEAKER ENGAGEMENT AGREEMENT

10/24/17

Rev. John DeLancey, D.Min. (Director)
Biblical Israel Ministries & Tours
2426 Rolling Farms Road
Glenshaw, PA 15116
412.999.5697
PastorJohn@ittworld.com

RE: Interest in Speaking Engagement

This agreement will serve as a confirmation of your initial conversation with Dr. John DeLancey concerning a request for speaking for your event. Dr. John is honored to speak for you and requests that you fill out the following information in order that he may better serve you. Please review the agreed upon honorarium, travel expenses, cancellation policies, etc. Once you have filled out the appropriate information and approve of the terms of this agreement, then please mail the completed form with your deposit to the address listed above (*Dates will not be confirmed until this form has been completed within two weeks of your initial conversation.*). Dr. John thanks you for this opportunity and is looking forward to spending this time with you!

SPONSORING ORGANIZATION: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

EVENT DATE(S): _____

EVENT LOCATION: _____

ADDRESS: _____

PHONE: _____

SUBJECT: _____

AGREED UPON SPEAKING TIMES: _____

(Please include event schedule.)

ANTICIPATED NUMBER OF ATTENDEES: _____

EQUIPMENT & ROOM SET-UP SPECIFICATIONS:

[Describe, with graphical aids if necessary, the layout of seats, podium/stage, easel(s), whiteboard, projector, etc., and the specific equipment that are available to Dr. John for the event. Dr. John is very flexible and your general set up will be fine. Be sure to discuss it ahead of time with him so he can adequately prepare.]

HANDOUTS: A PDF file containing printer-ready handout pages will be emailed to you 2 weeks prior to the event date. You will be responsible for printing and distributing handouts during the event.

HONORARIUM:

A deposit of \$200.00 to be mailed with signed agreement.

***NOTE: If you decide to cancel the event, part of the deposit may be refunded according to the following Refund Schedule:

- Less than 30 days notice: **0%**
- 31 to 60 days notice: **50%**
- 61 or more days notice: **75%**

An agreed upon honorarium of \$600.00 (less the \$200 deposit) to be given following the conclusion of the event.

TRAVEL: The sponsoring organization will provide expenses for round-trip unrestricted coach airfare from Pittsburg, PA, ground transportation, meals and tips. Expenses will be submitted under a separate invoice following the event for reimbursement.

HOTEL: Arrangements to be made by the sponsoring organization and direct-billed to their account. Please reserve a non-smoking room, with late check-out approved, and late arrival guaranteed. Dr. John will check in the evening prior to the event.

CANCELLATIONS: If this agreement is canceled by the sponsoring organization, the following schedule of percent of fee will be in effect from the time written notification is received at the office of BIMT.

30 days or less before engagement	100%
60 days or less before engagement	50%
90 days or less before engagement	25%
>90 days before engagement	0%

If the engagement is postponed, and notice is received in two weeks or more and rebooked within 30 days, 25% of the deposit will be applied to the new date. If notice is received in less than 2 weeks, the full deposit will be forfeited.

Dr. John has never canceled an engagement, been late, or failed to appear for an engagement. If this should occur, you will be sent a full refund for the amount of your check submitted with the Letter of Agreement. If educational materials were purchased, you will have the option to keep the materials or receive a refund.

BOOKS SALES: *Devotional Treasures from the Holy Lands*

Dr. John's book reinforces the concepts he will be presenting to your group. Because attendees often want to learn more or reinforce what they have just learned, you may wish to purchase copies for all attendees to be presented on site (volume discounts available), or allow copies and support materials to be sold after the presentation.

RECORDINGS: Permission for the audio and/or visual recordings, for non-commercial use, must be made through Dr. John prior to the date of the event.

Any modification of these arrangements must be requested and approved by the BIMT office in writing. If there is anything in this agreement about which you have any questions or would like additional information, please call Dr. John at 412.999.5697. If everything is satisfactory, please sign one copy of the agreement and return it along with your \$200.00 deposit to hold the date(s) (address listed above). Again, Dr. John is extremely excited to share in this event with you and is looking forward to all that God has in store. The Lord bless you and keep you as you prepare for this time together!

Through Christ's Love,
Rev. John DeLancey, D.Min.

Agreed and accepted by _____ Date _____
(signature of acceptance)