**Agreement**

This agreement, dated [date], is between Woman at the Well Ministries (referred to as “Speaker”) and (name of organization) (referred to as “Host”), for the engagement of Kimberly F. Miller as an Event Speaker. Failure to sign and return this contract with the necessary deposit within 14 days will render it null and void.

The Host has finalized arrangements for a (description of event) scheduled for (date of event), commencing at (time) and concluding at (time). A comprehensive agenda for the entire event will be furnished by the Host 30 days in advance. Kimberly F. Miller is slated to deliver messages during the specified dates/times as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Begin Time** | **End Time** | **Topic** |
| [Date] | [Time] | [Time] | [Topic] |
| [Date] | [Time] | [Time] | [Topic] |
| [Date] | [Time] | [Time] | [Topic] |
| [Date] | [Time] | [Time] | [Topic] |

**Financial Terms**

Host agrees to pay Speaker a fee of $(amount) plus expenses as outlined below.

* **Deposit:** A refundable deposit of 25% is due upon returning this signed agreement and will be deducted from the total fee. Please make the check payable to Woman at the Well Ministries.
* **Travel Expenses:** Two round-trip coach class airfares or mileage at a rate of 67 cents per mile (IRS standard mileage rate), checked baggage fees, accommodation, meals, and transportation to/from the airport by vehicle, if necessary. (Based on the type of event you are hosting, Kimberly’s Events Manager, Erika Klose, or another staff member may travel with her. Although this will require an additional coach class airfare, only one room is required. If Erika attends the event, you will ultimately get two for the price of one. Not only does her presence free Kimberly up to focus on ministry, her wisdom and experience make her more than qualified to meet one on one with audience members for prayer, lay counseling, etc.)
* **Payment:** The outstanding fee balance is due upon the completion of services. Any travel and meal expenses incurred by the Speaker should be reimbursed by the Host within 30 days after the event.

**Other Terms**

The Host will handle all ticketing and reservations for attendees, along with organizing travel arrangements for the Speaker if not stated otherwise. Moreover, the Host undertakes to supply the Speaker with essential equipment, such as a cordless microphone, video projection for PowerPoint presentations (if possible), a podium or music stand for notes, and a water bottle. Furthermore, the Host undertakes to supply one (1) table and arrange for one (1) volunteer to assist with Book Table Sales. Kimberly F. Miller will retain 100% of the revenues generated from the sale of these products. If the Host cancels the event, the following fees will be owed to the Speaker:

* Less than 60 days prior to the event date: Any travel expenses already incurred.

If the Speaker cancels the event, all fees paid by the Host will be refunded. In case of inclement weather or an act of God, the Host will have a grace period of up to 60 days to reschedule the event. Any amendments to the contract must be made in writing and signed by both parties.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kimberly F. Miller [Date] Host Name/Title [Date]

Please copy for your records and mail with deposit to: Woman at the Well Ministries Attn: Erika Klose, Events Manager PO Box 875 Milton, WV 25541



**Organization Name**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Date(s):**

First Choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Second Choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Third Choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Theme/Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic(s) you would like presented:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Audience Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age Range: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Marital Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spiritual Maturity Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your Questions/Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaking/Preaching fee $250 - Topic customized

Class fee $500 – Topics include How to Study the Bible, Prayer, Holy Spirit, Developing Your Christian Walk

2 Day Conference fee $750 – Topics include Bible Bit Series and Waiting on the Lord

\*Fee can be customized to your specific need.

Please email this form to WATWM Events Manager Erika Klose at erika@watwm.org.