

SPEAKER AGREEMENT – STEPHEN W SMITH

Thank you for inviting Stephen Smith to speak at your event. To confirm the dates agreed upon, return this signed agreement by mail along with your deposit. Please retain a copy of completed agreement for your records.

Church/Organization: _____

Address: _____

Contact Person: _____ Position/Title: _____

Phone: _____ Email: _____

Date of Event: _____ Time of Event: _____

Location of Event: _____

Purpose of Event: _____

Publicity Materials & Handouts: Please indicate materials needed and date needed: (check all that apply)

- Biography – Available from website (www.pottersinn.com)
- Publicity Photo – Available from website (www.pottersinn.com)
- Message titles and descriptions – Needed by: _____ (date)
- Handouts and/or discussion questions needed by – Needed by: _____ (date)

Financial Arrangements: Following is a breakdown of finances involved.

1. **Pricing:** ___\$ (U.S. Funds) honorarium plus expenses for Mr. Smith and possibly Mrs. Smith or an associate). A ___\$ non-refundable deposit is required to hold the date. Balance of honorarium is due upon close of the event.
2. **Expenses:** An itemization of expenses will be submitted for reimbursement following the event. Expenses will include such things as meals while traveling, airfare and ground transportation, etc. Please note that church/ organization is responsible for additional costs, if needed, (re-ticketing, lodging, meals, etc.) due to airline cancellations.
3. **Travel Arrangements:** We will arrange Steve's travel (to be billed separately), making every effort to honor your church/ organization when making these arrangements.
4. **Accommodations:** As applicable, church/organization will book and provide private comfortable accommodations at the event site or at a site convenient to the event. Hotel is preferred.

Publicity: Please forward copies of all publicity for this event as it becomes available.

- This is an open event. Please provide the Potter's Inn with a link to the event's web page to further publicize your event on the Potter's Inn web site.

The link is: _____.

Published Resources: It is an effective extension of Steve's ministry to have copies of his books available for purchase. (We ask that you provide personnel to manage the sale of these resources.)

- Please have Steve bring/send these resources.
- We will work with a local bookstore to provide resources at Steve's direction.

To reserve the above dates in Stephen Smith's schedule, please enclose your deposit of \$ _____

(U.S. Funds) along with this agreement (signed).

All checks should be made payable to the Potter's Inn.

Mail to: The Potter's Inn, 4050 Lee Vance View, Colorado Springs, CO, 80918

Signed: _____ Date: _____

Questions related to this agreement may be directed to Rebekah Ormord at (719) 264-8837 or rebekah@pottersinn.com