

ENGAGEMENT AGREEMENT FOR DONNA JONES

Thank you for inviting me to come and share your event. It is my sincere desire to come and make a positive contribution to your group with an uplifting message of God's grace and love. Below is an agreement that will help us coordinate our efforts so that you will know my needs and I will meet your expectations. If you need more information, please feel free to call or email me so that we can work out any over looked details.

Holding Dates: No dates are considered held until I receive this Letter of Agreement along with a deposit.

Cancellation: If cancellation/postponement is unavoidable, please verify the cancellation by telephone, followed by a written letter within five days. Sometimes canceling an event is unavoidable. If I have to cancel speaking at an event, you will be sent a full refund for the amount of your deposit submitted with the Letter of Agreement.

Travel: If the scheduled event is less than 50 miles, I will drive to the site (a travel fee of \$25.00 will be added to the speaking fee). If the event is more than 50 miles from my home, the ***organizer is to provide air travel and transportation to and from the airport*** to a local hotel/motel. Direct flight to and from events with aisle or window seating is preferable. A flight itinerary with confirmation number must be emailed to me at **least 15 days before** the scheduled event.

Books and Videos: Because attendees often want to learn more or reinforce what they have just learned, I have books, CDs and DVDs that will be sold after the presentation. If this is possible, please let me know at least two weeks prior to the event so that I can UPS my materials to you. Please enlist a volunteer to work at the merchandising table.

Overnight Accommodations: Arrangements for overnight stay are to be ***made by the organizer and directly billed to the organizer's master account***. Please reserve a non-smoking room with a king-size bed. Once arrangements have been made, please forward to me the name of the hotel, the address, telephone number, and the reservation confirmation number.

If there is anything in this Letter of Agreement about which you have any questions or would like additional information, please email or call me with your questions.

LETTER OF AGREEMENT

This agreement is between Donna C. Jones and the following Contracting Party.

Contracting Party Information

Last Name

First Name

Organization Name

Address

City

State

Zip-code/Country

Day Phone

Home/Cell Phone

Email Address

Compensation Information

In exchange for the services provided Contracting Party agrees to compensate Donna C. Jones as follows:

Local presentations (within 50 miles):

\$350 for 1 presentation

Out-of-town event *without* over-night stay (50+ miles):

\$500 for 1 presentation

Out-of-town events *with* overnight stay:

\$500 for 1 presentation

Add \$25 travel fee if event is within 50 miles.

Total Fee: _____

Event Information

Event Theme/Title

Event Dates/Times

of Presentations Requested and Times

Travel Information

Airport Pickup: Transportation from the airport to overnight accommodations will be by:

Shuttle: _____

Name of Shuttle Service

Personal Pickup: _____

Name

Cell Phone Number

In order to confirm this agreement, the above stated Contracting Party agrees to pay a deposit of **20% of total fee** along with this signed and completed contract as well as paying the **balance due on the last day of the event**. Please return to: Donna C. Jones, 7310 Creek View Circle, West Bloomfield, MI 48322

Thank you,

Contracting Party

Date

Donna C. Jones

Date