

Speaking Agreement

(Please sign, keep one copy for your record and mail to the address listed below)

This agreement is between:

Church/Ministry

Name: _____

Address: _____

Phone: _____

Email: _____

Presenter

Cynthia Cavanaugh

14658 75A Avenue

Surrey, BC V3S8Y5

604.501.4827/believe4you@telus.net

Event Date(s): _____

Location: _____

Contact: _____

Address: _____

Phone: _____

Email: _____

1. The presenter agrees to make _____ minute/hour presentation(s) and be available to interact with the women. (scheduled counseling at conferences or retreats)
2. Speaker Fees: Honorarium of _____ (to be paid at the closure of the event), reasonable travel and meal expenses related to the event (\$.33 per kilometer if presenter using own transportation), accommodations and air travel (if applicable) paid directly for the presenter's attendance at the event. This would include expenses covered for the attendance of presenter's personal assistant unless otherwise negotiated.
3. Presenter will provide materials for participants use. Materials are copyrighted and unless specified cannot be reproduced. Presenter will submit handouts to be reproduced for the attendees 3 weeks before the event to the church/ministry.
4. Presenter requests to bring resources to be displayed and made available at the event.

Speaker preferences: Private accommodations (assistant to share with presenter)
Wireless lapel mic (if available)
Power point (presenter provides own laptop) if available, if not
Overhead projector
Small table near podium for visuals

Church/Ministry Contact: Date

Cynthia Cavanaugh

Presenter:

Today's date

Cynthia Cavanaugh