

Speaking Contract

This letter outlines the understanding and agreement between Shane Vander Hart and _____ regarding presentations to be provided for the client. This letter of agreement has been designed to define responsibilities between both parties. Please contact Shane Vander Hart immediately if your understanding is different than the following.

The client, _____, wishes to retain the services of Shane Vander Hart to deliver a series of presentations as follows:

Date(s): _____

Program Location _____
Street City State Zip Phone

Number of Sessions: _____

Duration: _____ per session

Approximate Number of Audience Members: _____

Contact Name: _____

Total Professional Fee: \$ _____ for all sessions

Deposit: In order to cover advance costs and assure that Shane Vander Hart will be available for your event, the client agrees to pay a non-refundable deposit of 20% of the total professional fee at the time this agreement is signed.

Balance: Client agrees to pay the balance of the total professional fee on the date of the final meeting.

Holding Dates: Because of numerous inquiries we receive and our desire to serve clients with an immediate answer, we do not hold dates until a contract and a deposit is received.

Travel: All reasonable and customary travel expenses including roundtrip airfare, ground transportation, lodging, meals and related out-of-pocket expenses will be paid by client.

- In order to assist in the planning of the event, our office can take care of airfare arrangements by looking for the lowest price to accommodate your event. Check the box if you would like our office to arrange transportation.

Accommodations: If your speaking engagement requires Shane to stay overnight, please arrange for accommodations that include the following criteria if available in your town.

1. If staying in a hotel, a chain hotel is preferred (i.e. Best Western, Ameri-Suites) within close proximity to the speaking location.
2. If staying in a home, a private room with a bed is required.
3. Summer camps or retreats need to provide a private room.
4. If this is a multi-day event, Shane prefers to bring his family and requires a hotel room or private arrangements at a camp. Shane does not expect the client to pay for the travel expenses of his family.

Please indicate on this contract the type of housing accommodations you plan to provide.

Equipment Preferences:

- A lectern/music stand
- LCD projector if your event requires PowerPoint
- Lavalier microphone (if more than 60 people) wireless preferred.
- If corded microphone – cord long enough to reach middle row.

A/V Recording: We encourage audio and video taping of our sessions. We ask:

1. Shane Vander Hart will retain the copyright.
2. We receive the master copy within 30 days of the session(s).
3. Copies may be sold and distributed at your event. Additional copies may be purchased through our ministry office.

Letter of Recommendation: If you are satisfied with the sessions that Shane Vander Hart has provided, he asks that you write a short one to two paragraph letter of recommendation on your organization’s stationary that he can use in promotion and publicity. You can either give it to him after the last session or mail to the address given below.

Cancellation/Postponement: Once a date is set aside and a presentation confirmed, Shane often incur commitments of time and resources on your behalf well in advance of the program date. Because a cancellation/postponement initiated by the Client causes losses, either through direct resource expenditure or because of turning down other ministry opportunities for this date, we have found it necessary to include the following cancellation clause, effective in all cases other than acts of God (i.e., major disasters).

If cancellation/postponement is unavoidable, please verify the cancellation by telephone or e-mail, followed by a written letter to Shane Vander Hart within five days. Your 20% deposit is non-refundable.

If there is anything in this letter of agreement about which you have any questions or would like additional information, please contact Shane Vander Hart at (515) 321-5077. If everything is satisfactory, please sign the agreement and return it (along with your 20% non-refundable deposit). Once we receive the agreement and your deposit, Shane will hold the date(s) for your event. Our office will mail you a copy of this contract within seven days.

This constitutes the entire agreement between the parties.

By: _____

Organization: _____

Title: _____

Date: _____

_____ Date: _____
By: Shane Vander Hart

Please send this letter of agreement to the following address:

Shane Vander Hart
c/o Serve Our Youth Network of Iowa
1548 Hull Ave.
Des Moines, IA 50316