



HOME IMPROVEMENT MINISTRIES

213 Burlington Road, Suite 101-B
Bedford, MA 01730
781-275-6473
www.HIMweb.org

SPEAKER INFORMATION

Since we are coming to you as guest speakers, we would like to be as effective as possible in communicating with you, our hosts. We are offering the following information so that we can do our best as we serve together. This document accompanies our Speaking Engagement Agreement, which we need you to sign and return to us in order to confirm our ministry time together.

WHAT DO YOU NEED TO KNOW FROM US?

1. Regarding Publicity: If you need our bio or a photo of us for your own publicity, both can be downloaded from the H.I.M. website at: www.HIMweb.org/media
2. Regarding Housing: We minister best with a good night's rest. Whether it be a hotel or a home, a private and quiet environment that is conducive to study and preparation is most helpful.
3. Regarding Schedule: When we travel, our desire is to be as useful as possible to you and your ministries and/or other ministries in your area. We do not mind being busy. Please communicate with us as much as possible regarding our schedule before we arrive. This will help us to avoid any awkward "surprises." If you tell us that certain periods of time are unscheduled, we will count on this time for personal use.
4. Regarding Honoraria: Our salary and expenses are met through speaking engagement honoraria and individual gifts to Home Improvement Ministries. Please contact our office for more specific details.
5. Regarding Expenses: When you are planning the event, please remember to include the following expenses for reimbursement purposes:
 - a. If we drive (to locations within 3 hours or less of Bedford, MA), we figure \$.50 per mile.
 - b. If we fly, we will book our own travel and ask you to please reimburse us. In addition to the airline tickets, reimbursement for our transportation costs to your event will be expected.
 - c. Meals while we are with you.
 - d. Lodging while we are with you.
6. Regarding Cancellation: We make every attempt to be good stewards of our time as well as of resources related to our scheduled event for you. If there is the unfortunate need for you to cancel, our expectation is:
 - a. Cancellations confirmed 6 months or more before the scheduled event will receive a full refund less any costs that may have been incurred (for example, prepaid travel expenses).
 - b. Cancellations confirmed between 1 and 6 months prior to the scheduled event will incur a cancellation fee of one-half of the honorarium plus any incurred non-refundable travel expenses.
 - c. Cancellations confirmed within 1 month of the scheduled event will incur the full honorarium amount plus all incurred non-refundable travel expenses.

WHAT DO WE NEED FROM YOU?

We feel that it is very important to be aware of your expectations of us as your guest speakers. We need to know the following information:

1. What is the nature of your engagement? To whom are we speaking? (Youths, adults, parents?) Is our contribution part of a bigger picture? (Perhaps it's a seminar at a conference, for example.)
2. What is the background of the people to whom we are speaking? (Mostly Christians, or mostly non-Christians? Those who have extensive Christian experience, or new Christians? etc.)
3. What are the times that we will be speaking?
4. How long should we plan to speak? (We'll always do our best to stick to your time schedule.)
5. What precedes and follows our speaking? (We always try to complement your overall program if possible.)
6. What accommodations will you provide?
7. What is the dress code?
8. Are there any pitfalls to be aware of? Please note any issues that are controversial and would be better avoided.
9. We have found it helpful to bring a number of our books and resources for sale. We would ask you to provide a table for us to display and sell them, as well as two people to "man" the table during the conference. Please give the address where we should ship books ahead of time (via UPS at our expense).

Answers to these questions are to be given on the enclosed Speaking Engagement Agreement. If you need clarification on any of the above items, please feel free to call 781-275-6473 or email Paul@HIMweb.org. We believe that full communication will help us achieve the greatest results through our efforts together. Thank you in advance for your careful consideration.