



## HOME IMPROVEMENT MINISTRIES

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

# SPEAKING ENGAGEMENT AGREEMENT

1. **Date(s) of Event:** \_\_\_\_\_
2. **Church/Group/Organization:** \_\_\_\_\_
3. **Type of event:** \_\_\_\_\_
4. **Contact Person:** \_\_\_\_\_  
(name) (phone) (email)
5. **Mailing Address:** \_\_\_\_\_
6. **Address of event:** \_\_\_\_\_
7. **Starting time(s) and length(s) of each speaking session(s)** \_\_\_\_\_
8. **Starting time of event:** \_\_\_\_\_
9. **What is the make-up of the group?** \_\_\_\_\_
10. **How many attendees do you expect?** \_\_\_\_\_
11. **What is appropriate dress for us?** \_\_\_\_\_
12. **Anything we should be aware of that is particular to your group?** \_\_\_\_\_
13. **Arrival & Departure Information:**
  - a. *When* do we need to arrive? \_\_\_\_\_
  - b. *Where* do we need to arrive? \_\_\_\_\_
  - c. If we fly, what airport should we fly into? \_\_\_\_\_
  - d. How far is the drive to/from the airport? \_\_\_\_\_
  - e. When are we free to depart from your location? \_\_\_\_\_
  - f. Will you pick us up at the airport, or should we rent a car? Pick-up \_\_\_\_\_ Car rental \_\_\_\_\_  
If pick-up, name of person picking us up: \_\_\_\_\_ Cell Phone # \_\_\_\_\_
  - g. If your location is within a six-hour drive of us, we are willing to drive or fly, whichever is most economical.

14. Are you in agreement with the reimbursement of expenses outlined in the *Speaker Information Form*? \_\_\_\_\_

15. What is your budgeted Honorarium? \_\_\_\_\_

16. Do you agree to the Terms of Cancellation? \_\_\_\_\_

17. Will you have an area available for us to display and sell books and other resources? \_\_\_\_\_

Address to which we should ship books ahead (via UPS): \_\_\_\_\_

**PLEASE NOTE: Our speaking engagement is NOT confirmed until we receive back this completed *Speaking Engagement Agreement* form from you and we return to you the signed agreement.**

*I agree to the above arrangements and commitments:*

---

Engaging party

Date

---

Paul and Virginia Friesen

Date

*If you have questions about any of the above, please ask. We believe that clear communication will help us to minister best together. We are looking forward to working together with you for the glory of the Lord.*

**Please return this as soon as possible to:  
Home Improvement Ministries, 213 Burlington Road, Suite 101-B, Bedford, MA 01730**

(Please do not write below this line.)

\_\_\_\_\_ Airline booked      Airline \_\_\_\_\_      Confirmation # \_\_\_\_\_

\_\_\_\_\_ Rental car booked      Company \_\_\_\_\_      Confirmation # \_\_\_\_\_

Number in attendance \_\_\_\_\_      Expenses Reimbursed: \$ \_\_\_\_\_

Miles driven: \_\_\_\_\_      Honorarium Paid: \$ \_\_\_\_\_

Miles flown: \_\_\_\_\_      Book Sales: \$ \_\_\_\_\_

Notes: