

SPEAKER AGREEMENT – Ruth Haley Barton

Thank you for inviting Ruth Barton to speak at your event. To confirm the dates agreed upon, return this signed agreement by mail along with your deposit. Please retain a copy of completed agreement for your records.

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Church/Organization: _____

Address: _____

Contact Person: _____ **Position/Title:** _____

Phone: _____ **E-mail:** _____

Date of Event: _____ **Time of Event:** _____

Location of Event: _____

Purpose of Event: _____

Publicity Materials & Handouts: Please indicate materials needed and date needed: (check all that apply)

- Biography – Available from website (www.thetransformingcenter.org)
 - Publicity Photo – Available from website (www.thetransformingcenter.org)
 - Message titles and descriptions – Needed by: _____ (date)
 - Handouts and/or discussion questions needed by – Needed by: _____ (date)
- (**Note:** This contract grants one-time use of printed materials, only for the event of this agreement.)

Financial Arrangements: Following is a breakdown of finances involved.

1. **Pricing:** \$_____ (U.S Funds) honorarium plus expenses (for Ms. Barton and possibly an associate). A \$_____ non-refundable deposit is required to hold the date. Balance of honorarium is due upon close of the event.
2. **Expenses:** An itemization of expenses will be submitted for reimbursement following the event. Expenses will include such things as meals while traveling, airfare and ground transportation, etc. Please note that church/organization is responsible for additional costs, if needed, (re-ticketing, lodging, meals, etc.) due to airline cancellations.
3. **Travel Arrangements:** We will arrange Ruth’s travel (to be billed separately), making every effort to honor your church/organization when making these arrangements.
4. **Accommodations:** As applicable, church/organization will book and provide private comfortable accommodations at the event site or at a site convenient to the event.

Publicity: Please forward copies of all publicity for this event as it becomes available.

- This is an open event. Please provide the Transforming Center with a link to the event’s web page to further publicize your event on the Transforming Center web site.
- The link is: _____.

Published Resources: It is an effective extension of Ruth’s ministry to have copies of her books available for purchase. (We ask that you provide personnel to manage the sale of these resources.)

- Please have Ruth bring/send these resources.
- We will work with a local bookstore to provide resources at Ruth’s direction.

To reserve the above dates in Ruth Barton’s schedule, please enclose your deposit of \$.00 (U.S. Funds) along with this agreement (signed).

All checks should be made payable to RHBarton, Inc.

Mail to: Ruth Haley Barton, The Transforming Center, PO Box 374, Warrenville IL 60555.

Signed: _____

Date: _____

Questions related to this agreement may be directed to Dalene Strieff at (630) 588-8133 or dstrieff@thetransformingcenter.org.