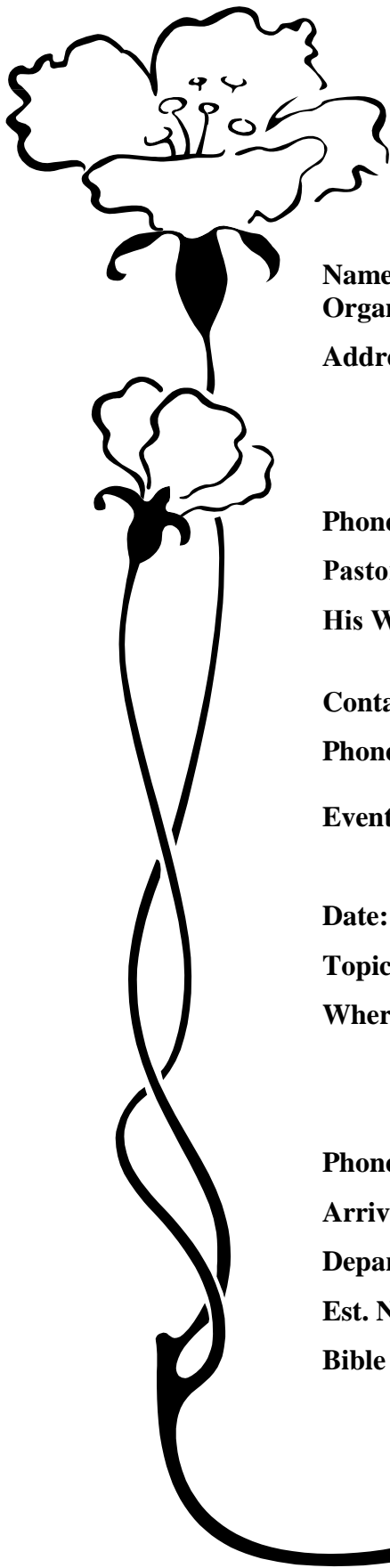


SPEAKING CONFIRMATION-TWM



Name of Organization: _____

Address: _____

Phone Number: (_____) _____

Pastor's Name _____

His Wife's Name: _____

Contact Person: _____

Phone Number: (_____) _____

Event: _____

Date: _____

Topic: _____

Where Held: _____

Phone Number: (_____) _____

Arrival Time: _____

Departure Time: _____

Est. Number of People: _____

Bible Translation: _____

(Please print legibly!)

Our organization agrees to the following terms.

1. We confirm the cost for our speaking engagement is:

A minimum fee of \$_____. The estimated time for each session is
#1 _____; #2 _____; #3 _____; and #4 _____ min./hrs.

(A session is normally 45 minutes to 1 hour. Sessions can be to 1½ hours if breaking up in groups to complete assignments -- certain retreats.)

A love gift and/or honorarium for our event.

Travel expenses (gas, airline, etc.) = _____.

2. A nonrefundable deposit of \$50 is enclosed. Our check number is _____

All CHECKS are to be made out to **“Transformed Worldwide Ministries.”**
Balance is due at conclusion of event.

T.W.M. is responsible for the teaching sessions only. Usually, we will have handouts to distribute for each session at weekend retreats. Our speaker *may* prepare one or two special songs to share. We would appreciate your organization providing everything else needed for your event (advertising, scheduling, music, group songs, games, activities, etc.)

PLEASE INFORM ATTENDEES THAT NO VIDEO OR AUDIO TAPING OF THE SESSIONS IS ALLOWED. TWM will provide compact discs of the sessions for purchase.

3. Please be informed that one officer will accompany and room with our speaker to assist with the equipment. We are confirming that the following will be provided for both by our organization:

Not applicable for our event

Lodging *Note:* _____

Meals *Note:* _____

Note: _____

4. We understand T.W.M. will give a power point presentation along with the teaching. T.W.M will bring all the equipment necessary for the presentation. However, it is understood that we will provide the following:
 - a. Open facility 1 hour earlier for T.W.M. to set up equipment
 - b. A podium or stand to hold speaker's material
 - c. Sound system and mic (if large room)
 - d. A screen for the presentation (we will bring one if not available)
 - e. Water for the speaker
 - f. A 6 or 8 ft. table near an outlet for T.W.M. display board. (Can be in or outside of conference room. If in a hotel or large facility, an area in the lobby would be appreciated.)

Please let us know ahead of time if you are not able to provide any of the above. Being aware of outlet location in the room is beneficial. If in a large hotel conference room, please have management provide extension cords to hook up equipment.

5. Please inform us if we need to bring a pillow, sleeping blanket, towel, etc. for an overnight stay at the facility.
6. We agree that our event leaders will set time aside before the event begins to pray together with the speaker.
7. We agree to be in prayer **before, during** and **after** the event for the speaker, the overall activities, and each woman that will be in attendance.

We, the undersigned, agree to these conditions:

Representative for Organization

(Date)_____

Rep. for Transformed Worldwide Ministries

(Date)_____