

# MINISTER, AUTHOR PAULETTE HARPER

## Booking Agreement

This Agreement made as of \_\_\_\_\_ by and between Minister Paulette Harper (SPEAKER) and \_\_\_\_\_ (SPONSOR) whose address is

\_\_\_\_\_  
\_\_\_\_\_

Host Ministry Name: \_\_\_\_\_

Name of Senior Pastor: \_\_\_\_\_ Spouse: \_\_\_\_\_

Name & Address of Place of Engagement:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Fax: \_\_\_\_\_ Website: \_\_\_\_\_

### **EVENT**

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Name & Address of Venue:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Type of Event:      % Conference      % Workshop      % Seminar

Theme: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

How are you publicizing this event?

\_\_\_\_\_

Confirming SPEAKER to: % Speak % Promote Books/Products % Facilitate Workshop

Scripture: \_\_\_\_\_ Allotted Speaking time: \_\_\_\_\_

HONORARIUM agreed upon \$ \_\_\_\_\_ + expenses for (airline, hotel, meals, ground)

SPONSOR to make payment to: Paulette Harper

## **MINISTRY POLICY:**

(Read Carefully)

I appreciate your understanding of the need for me to be specific on my ministry policy. I am honored that you have requested information regarding me speaking at your event.

## **TRAVEL EXPENSES**

- Expenses for travel, accommodation and meals for SPEAKER are to be paid for by the CHURCH/SPONSOR.

## **ACCOMODATIONS**

- Unless specified, SPEAKER will be traveling with one Armor Bearer. We ask that you provide us with the accommodations at the hotel if needed and that CHURCH/SPONSOR have made prior financial arrangements for the payments of separate rooms prior to our arrival.

## **TRANSPORATION**

- If arriving by airplane, transportation cost is to be covered by CHURCH/SPONSOR as well as volunteers to provide transportation to and from venue as well as other areas that SPEAKER is requesting to attend.

Please check with the SPEAKER Representative prior to arrival to ensure that you have arranged for adequate transportation for personnel and luggage/products.

- If driving in the local area she will user her own vehicle, however any travel distance beyond 30 miles radius will be reimbursed at the IRS rate.

## **VIDEO/AUDIO TAPES OF MEETINGS**

- CHURCH/SPONSOR will provide a master copy of each session at no cost to the SPEAKER. SPEAKER will have permission to duplicate/use as she determines.

## **BOOK/TAPE SALES**

- CHURCH/SPONSOR are asked to provide a table with two chairs in an easily accessible area for the display and sale of teaching material and products. All proceeds from books/tape sales are to remain with the SPEAKER.
- We may also need Volunteers to administer product sales.
- **SPEAKER will bring her own products along** and will need to set up all products/ displays before the service/event. In some instances, products will be shipped to the venue prior to the event/service. Please provide shipping information (address, contact name, etc) for such shipping.

## **HOSPITALITY**

- Beverage preferences: bottled water (room temperature and orange juice)
- Snack preferences: fruit (available in hotel room)

## **PLEASE NOTE:**

Adjustments will be considered and made for all local events regarding travel expenses and or accommodations prior to meeting date.

This agreement shall constitute the entire agreement between the parties and representative. Any modifications of this agreement shall be binding only if placed in writing and signed by all parties or an authorized representative of any party.

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Church Administrator

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Date

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SPEAKER

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Date

Please sign and mail this agreement back to us. A signed copy will be returned to you.

Paulette Harper  
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Richmond, Ca 94806  
PH: (925) 698-6903  
Email: [paulet\\_harper@yahoo.com](mailto:paulet_harper@yahoo.com)  
[www.pauletteharper.com](http://www.pauletteharper.com)