



Walk Thru the Bible Live Event Agreement

Event Information

Event Type: _____

Event Dates: _____

Event Host: _____

Event Contact: _____

Please **INITIAL** each section indicating your understanding and agreement:

Course Requirements: _____

- Each attendee **must** have a workbook.
- The event shall **not be recorded** in any way without written permission. (Excluding Sunday Worship time)

Instructor Requirements: _____

- Preferably, the instructor should have a hands-free microphone, and be able to control their PowerPoint presentation. If that isn't possible, the instructor will work with your media team.

Scheduling Fee: _____

- The scheduling fee is due and must be received before the live event date(s) and instructor can be confirmed. The scheduling fee is not a deposit and will not be applied to the final tuition cost or minimum guarantee.
- The Scheduling Fee covers the instructor's honorarium and expenses. If you initiate an extended-day format, there is an additional \$275.00 per day instructor honorarium.

Scheduling Fee: **\$595**

Scheduling Fee Due Date: _____

Final Tuition: _____

- An invoice for the final tuition will be issued to the church and payment is due upon receipt. It includes the minimum guaranteed tuition and any tuition over and above the minimum.

Invoice Information

Minimum Guaranteed: _____ Attendees

Cost Per Person: \$20.00/Person

Billing Address (church): _____

Cancellation or Rescheduling: _____

- Cancellation: The scheduling fee is non-refundable.
- If rescheduled, the event must take place within one year of the original scheduled date.
- If this is a rescheduled event, your original scheduling fee will be applied to this event.
- Certain "acts of God" will be reviewed on a case-by-case basis.
- If canceled or rescheduled within 30 days of the event, there will be a \$150 cancellation fee plus reimbursement of any instructor travel expenses already incurred.

Event Promotion: _____

_____ Yes or _____ No: Your event listed on the Walk Thru the Bible website.

Display/Sale of Ministry Resources: _____

- I am aware that Walk Thru the Bible's WAYFARER magazine will be distributed to the attendees.
- Your instructor would appreciate the opportunity to offer ministry resources at your event by hosting a product table.

I agree to all provisions and terms of this Agreement.

(Authorized Signature)

(Title)

(Date)

Please Confirm Your Event Information

Event Schedule: _____

Event Phone Number: _____

Event Type: _____

Event Location: _____

Pastor's Name: _____

Pastor's Phone: _____

Weekend Worship Average: _____

Please keep a copy of this agreement for your files and **send this signed agreement with your scheduling fee to:** (Instructor's address)

Weekend Worship Average: _____