**Donna Jones**

***Confirmation Agreement***

**Please indicate your approval of the items below by initialing each line.** Please keep one copy of these requirements for yourself and mail the initialed copy and deposit to:

*Name . Address . City, State Zip*

**\_\_\_\_\_Event Information**

**Contact Person:**

Church/Organization:

Address:

Phone:

**Contact Email:**

Type of Event:

Event Theme or Topic:

Date(s):

Number of Presentations:

Number of Expected Attendees:

Location:

Address of Location (if different from church or organization):

**\_\_\_\_\_Financial Agreement**

**Deposit:**

* 25% of the honorarium is due within 14 days of your event confirmation. Deposits are non-refundable unless the event is cancelled at least 180 days prior to the event.
* Please make the deposit check payable to [Name] & mail to:

**Address**

**City, State Zip**

**Honorarium Balance:**

* The remaining 75% of the honorarium is due on the day of the event. Please make the check payable to (Name]**.**

**Honorarium:**

**Deposit:**

**Expenses:** Travel (airfare and baggage fee for air travel or mileage if Donna will be driving to your event); all meals (including those incurred while traveling to and from the event) and lodging.

**Cancellation Policy:** In the unlikely event that the speaker is unable to fulfill this contract, 100% of the deposit will be returned.

**­­­­\_\_\_\_\_Marketing Information**

You may download photos, videos or recordings of Donna for your promotional use from her website, **www.donnajones.org.**

**\_\_\_\_\_Travel**

Closest Airport to the event:

Time for air arrival: Time for air departure:

Time you would like Donna to arrive at your event:

***NOTE: If travel is to be reimbursed, please have separate check for tax purposes.***

**\_\_\_\_\_Additional Requirements and Information**

* A wireless microphone is preferable. Please provide two (2) new batteries for wireless mic.
* Donna will need a table and assistants for the display and sale of books and products. Donna will provide cash bag and credit card machine(s). Table is to be placed in a visible, high traffic location.
* If Donna is flying to your event, books will be shipped 2 weeks prior. **Please provide address where books may be shipped:**
* Presentation may be recorded or filmed with speaker’s permission.
* **Audio and/or video copies to be sent to speaker within 2 weeks of event.**

*We acknowledge and confirm that we have read and approve of the terms and conditions set forth in this agreement.*

**Contact Person’s Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Speaker’s Signature**\_\_\_\_\_\_\_\_\_*Donna Jones*\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_