



Invite a Speaker Agreement Particulars

Scheduling/Confirmation Fee

There is a Scheduling Fee based on the number of teaching days for the Conference. This also serves as the Confirmation Fee. Receipt of the Confirmation Fee, along with a signed copy of the Confirmation Form, locks in the date(s) for Conference. For one-day Conferences the Scheduling Fee is \$500; for two-day Conferences the Fee is \$750; for three-day Conferences the Fee is \$1,000.

Materials Expenses

- A. **Promotional Materials:** Every Believer a Witness Ministries provides at no cost electronic files of posters and bulletin inserts for the church to have printed.
- B. **Workbooks:** Each person attending the Conference receives a 32-page, 4-color Workbook. We ask that you reimburse Every Believer a Witness Ministries \$10 for each Workbook used, plus the cost of shipping (if the Trainer does not bring them with him).

Trainer's Travel, Lodging, and Meal Expenses

The cost of the Trainer's travel to and from the Conference, lodging, and meals for *How to Make the Rest of Your Years the Best of Your Years* will be paid for by Every Believer a Witness Ministries and will be listed on your Expense Reimbursement Form. The Trainer will coordinate with you to make all travel arrangements and will make every effort to keep these costs low. We ask that you provide lodging in a moderately priced hotel such as Hampton Inn or Holiday Inn Express, rather than a private residence.

Materials and Expense Reimbursement Form

At the conclusion of your Conference the Trainer will provide you with an Expense Reimbursement Form itemizing all expenses including Workbooks, shipping, and the Trainer's travel, meals, and lodging. You may write a check for these expenses to Every Believer a Witness Ministries at that time or mail them to our office within 7 days.

Maximizing Attendance

It is impossible to over emphasize the importance of focused prayer by the church and the strong, repeated exhortation by the Senior Pastor to both attend and invite others. **In addition, having a meal before, after, or during the Conference is a big attendance builder.**

Be sure to emphasize that this is a Conference for all believers age 50 and over. Refer to it as a Conference for "mature" adults. Exhort every mature adult not only to attend, but to also bring a friend from outside the church to the conference with them. **THIS CONFERENCE CAN DRAW MANY NON-CHURCHED ATTENDEES!**