

Speaking Engagement Letter Of Agreement

The purpose of this letter is to outline a contract agreement between Leonard Sweet and

Name of Group or Entity

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ FAX: _____

E-MAIL: _____

LOCATION OF EVENT: _____

NEAREST MAJOR AIRPORT: _____

ADDRESS OF EVENT (if different from above): _____

DATES OF ENGAGEMENT: _____

BEGINNING AND ENDING TIMES (of Len's Speaking): _____

A COMPLETE DESCRIPTION OF THE EVENT: _____

HONORARIUM AGREED UPON _____ (plus door-to-door expenses – see attached sheet) and **NONREFUNDABLE BOOKING FEE (This is separate and apart from the Honorarium)**. The honorarium should be made payable to Dr. Leonard Sweet and presented to him at the time of the presentation if not before.

I UNDERSTAND THAT CANCELLATION OF THIS CONTRACT WILL ENTAIL A 20% CANCELLATION FEE (plus any nonrefundable airline charges).

SIGNATURE

DATE

SEND TO: SpiritVenture Ministries, Inc.
PO Box 1492
Absecon, NJ 08201
Phones: 609-272-1469 (Melissa Wilson)
Fax: 609-272-8008

E-Mail: lenisweet@aol.com

****THIS AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED ALONG WITH A NONREFUNDABLE \$250 CHECK MADE OUT TO SPIRITVENTURE MINISTRIES, INC. WITHIN TWO WEEKS OF RECEIPT IN ORDER TO CONFIRM THE DATE.**