

**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](mailto:lenisweet@aol.com)

**\*\*THIS AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED ALONG WITH A NONREFUNDABLE \$200 CHECK MADE OUT TO SPIRITVENTURE MINISTRIES, INC. WITHIN TWO WEEKS OF RECEIPT IN ORDER TO CONFIRM THE DATE.**