

## Contract between Evangelist Donna Robinson and

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Event/Service Title:	
Format: (lecture, case study, etc.)	<input type="checkbox"/> Lecture <input type="checkbox"/> Sermon <input type="checkbox"/> Case Study  <input type="checkbox"/> Other _____
Sessions: (number of hours and number of days)	
Dates: (Month/Day/Year)	
Location: (Name of facility/hotel)	
Speaking Fee:	\$_____ per day and it includes _____
Travel:	<input type="checkbox"/> Air        \$_____ dollar limit <input type="checkbox"/> Ground    \$_____ dollar limit Paid by contractor <input type="checkbox"/> Contractor will make travel arrangements <input type="checkbox"/> Robinson will make travel arrangements
Per Diem:	\$_____ amount per class day/travel days for meals or <input type="checkbox"/> N/A
Hotel:	_____ is responsible for hotel fees, those dollar limits, and the dates of sleeping rooms or <input type="checkbox"/> N/A
Audiovisual Equipment:	<ul style="list-style-type: none"> <li>• _____ will provide (<b>example</b>; lap top computer)</li> <li>• _____ will provide (<b>examples</b>; LCD projector, screen, lavalier microphone)</li> </ul>
Lecture Materials and Printing:	Speaker will provide a copy of the lecture slides and or materials in an electronic format by _____(date) or <input type="checkbox"/> N/A

<b>Donna Robinson Signature</b>	<b>Date</b>	<b>Contractor Signature</b>	<b>Date</b>
<b>Printed Name</b>		<b>Printed Name</b>	
<b>Phone #</b>		<b>Phone #</b>	