



DR. RICK CHROMEY
Founder and President

3017 N. Christian Way
Meridian, ID 83646
208.914.1404
www.mannasolutions.org

SPEAKING AGREEMENT:

HOST: _____

This document outlines the understanding and agreement between the Host and MANNA! Educational Services International and Rick Chromey regarding a presentation to be provided for the HOST by Rick and MANNA!. It is designed to be a communication tool clearly confirming time, date, title, etc., and defining responsibilities of both parties. Please let Rick know immediately if your understanding is different than the following:

Dr. Rick Chromey and MANNA! Educational Services International will:

- Present for the Host the following presentations on MM/DD/YEAR:

Workshop #1: XXX	Time: TBD
Workshop #2: XXX	Time: TBD
Workshop #3: XXX	Time: TBD
Workshop #4: XXX	Time: TBD

Additional duties for Dr. Chromey while on site:

- Customize the program, as needed, to fit the needs of the Host's group.
- Provide materials for the Host's participants' use only. Materials are copyrighted, and unless specified in the materials or in writing, reproduction of any portion is prohibited without permission from MANNA! Educational Services International.
- Dr. Rick Chromey will personally conduct this session; if, because of physical incapacitation, he is unable to do so, Host will be refunded the booking fee or may reschedule at a later date with no cancellation fee.

- Rick will be there approximately one hour before the first presentation begins. Please make arrangements so he can get in the room to set up. For Saturday workshops, Rick prefers to set up on Friday night, if possible.

Location of Presentation/s:

(Church, Hotel, Convention Center) Street City Phone

Website for Event: _____

Equipment Preferences:

- **NO** lectern, but a music stand or adjustable lectern is appreciated.
- Video projector (VGA/HDMI input) or large/very large flat screen television (VGA/HDMI input). Rick will provide his own computer speakers for up to 50 people. If more participants are expected, Host needs to provide acceptable sound system.
- Freestanding or fixed white screen or wall. The larger the screen the better.
- Lavalier microphone (if more than 60 people), wireless preferred
- If corded microphone - cord long enough to reach back row
- 1' high riser or stage if more than 100 people expected
- 4-6' table near door for MANNA! display and resources

Room Set-up Preferences:

- Round tables preferred
- Rounded U-shape or Semicircular Theater
- Please set the room wide rather than deep

Host will make all arrangements for the location of this program, and for informing the participants. *Please send Rick Chromey copies of any announcements to the participants regarding this program.*

Honorarium and Expenses: Terms and Conditions

Honorarium: \$_____.00

MANNA! Educational Services International does not charge for its services, but we do believe in the biblical example and model for those who hire our services to compensate our expenses and provide, as desired and led by God, an “honorarium” to help underwrite the living wage of the speaker. This financial blessing by the host is considered a “love offering” for the speaker (who receives 100% of this gift) and is deeply appreciative.

This honorarium or “love offering” is processed as a program-related fee to MANNA! Educational Services International and then paid to Rick. MANNA! is a non-profit 501c (3) organization. If the honorarium exceeds \$600, Rick will furnish you with a signed W-9.

Additional Notes:

- A \$250 non-refundable booking fee (as part of the honorarium) will be paid by the Host to formally book Dr. Chromey. The remaining honorarium balance is due at the event.
- The Host may pay this booking fee safely and securely through MANNA!'s online processing site (<https://app.moonclerk.com/pay/gob51l8l2v7>) or with check/money order payable to MANNA! Educational Services International, 3017 N. Christian Way, Meridian, ID 83646.
- When this agreement and fee is returned to Rick the event is officially booked. Until then, the dates remain tentatively scheduled and, if not booked within 60 days of the scheduled event, returned to open.

Rick will provide all handouts in digital .PDF format within 30 days of the event. The Host may print, email and/or upload these handouts for the participant's use at the event's website.

Expenses (U.S. and Canadian Hosts Only):

Generally, the Host will handle all airfare and hotel booking while Rick will procure a compact/economy rental car for the event, unless other transportation arrangements are made.

If the Host would like MANNA! Educational Services International to book the flights, a predetermined advance will be requested. If the airfare/car rental exceeds this amount, the balance will be added to the final expenses to be

paid by the Host. Any remaining balance of the predetermined advance will first be deducted from rental car and meal expenses, and then considered a gift to MANNA! Educational Services International.

The Host will pay for round-trip coach airfare* from Boise, ID (BOI) to the Host's location; ground transportation (rental car preferred); hotel (if not billed to Host's address); parking fees and meals. Balance of travel expenses will be billed after event. Rick always flies coach, unless qualified for complimentary upgrade. Preferred airlines in order: Delta, Southwest, United and American. If Host is booking the flight, please consult with Rick about additional time preferences for departures and arrivals.

If MANNA! books the flight to the Host's event, the most cost and time effective flights are secured. Often these flights have penalties if changed so if there is a cancellation or postponement on the part of Host, the Host is responsible for reimbursement of the non-refundable part of the airfare, including additional baggage fares (currently \$25/bag).

Overnight Accommodations:

Shall be made by Host, and billed to Host at Host's business address.(A non-smoking room is requested.) Reservations have been made for Rick:

Dates/s _____ Hotel: _____

Hotel Phone: _____

Address: _____

Confirmation Number: _____

Contact:

Name and phone number of Host or person to contact upon arrival or emergency:

NAME: _____

CELL: _____ HOME: _____

Cancellation/Postponement:

Once a date is booked and presentation/s confirmed, MANNA! Educational Services International often incurs commitments of time and resources on the Host's behalf, well in advance of the program date. Because a cancellation/postponement initiated by the Host causes losses, either through direct resource expenditure or due to turning down other business for the scheduled date, MANNA! Educational Services International has found it necessary to include the following cancellation clause, effective in all cases other than unforeseeable acts of God (e.g., major disasters):

- 100% of fee retained by MANNA! if event is cancelled in less than 30 days before;
- 50% of fee retained by MANNA! if event is cancelled in 31 to 60 days before;
- 25% of fee retained by MANNA! if event is cancelled in 61 to 90 days before.

If cancellation/postponement is unavoidable, please verify the cancellation by phone, followed by an e-mail or written letter to Rick Chromey within five days. If MANNA! is able to book the date, we will, of course, refund your fee, minus any out-of-pocket expenses we have incurred on your behalf.

Audio & Video Recording:

Rick encourages professional audio and video taping of his sessions. He asks:

- 1) a professional taping technician to do the taping;
- 2) Rick receives the master copy (preferably in MP3/MP4 formats) within 30 days of event;
- 3) Audio and video copies may be sold by taping company (if there is one) at the event only.

The Host and Rick Chromey (MANNA! Educational Services Int'l) affirm the stated conditions in this agreement and further agree that any differences, conflicts or issues will be handle in Christian love, grace and ethic:

_____ Date: _____
Dr. Rick Chromey—MANNA! Educational Services International

_____ Date: _____
Host

HONORARIUM: \$_____00

- BOOKING FEE: \$250

Add \$_____00 pre-pay (airfare/car rental):

TOTAL DUE TO BOOK: \$_____00

DUE AT EVENT BY HOST: \$_____00

Host will book hotel and refund MANNA! for rental car, fuel and additional meal expenses incurred while at event within 30 days of event, if necessary.

**PAY SCHEDULING AND AIRFARE BOOKING FEE
(SAFELY AND SECURELY ONLINE):**

<https://app.moonclerk.com/pay/gob51l8l2v7>

Or send a check/money order payable to:

**MANNA! Educational Services International
3017 N. Christian Way, Meridian, ID 83646**