



**DR. RICK CHROMEY**  
*Founder and President*

3017 N. Christian Way  
Meridian, ID 83646  
208.914.1404  
[www.mannasolutions.org](http://www.mannasolutions.org)

## **SPEAKING AGREEMENT AND CONTRACT:**

**HOST: XXXX**

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 (NAME OF HOST AND ORG) 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 XXXXXXXX:

Workshop #1:	Time:
Workshop #2:	Time:

Additional duties for the Host while on site: XXXX

- 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: N/A****Equipment Preferences:**

- **NO** lectern, but a music stand or adjustable lectern is appreciated.
- Video projector (VGA input) or flat screen television (HDMI input). Rick will provide his own computer speakers for up to 50 people. If more participants are expected, Client needs to provide acceptable sound system.
- Freestanding or fixed screen. 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
- 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 Additional Expenses: Terms and Conditions:

**Honorarium: \$XXXX.00**

Rick's honorarium is processed as a program-related fee to MANNA! Educational Services International, a non-profit 501c (3) organization. Consequently, it is not necessary to sign or issue a W-9 for Rick's services.

- A 50% booking non-refundable fee (\$XXX) will be paid by the Host to formally book Dr. Chromey. The remaining 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 schedule 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.

### Early Bird Payment Discount

If **full** honorarium (\$XXXX) is received by Rick Chromey on or before the deposit due date, deduct 5% of payment as Early Bird Payment Discount and pay only \$XXX for this event.

## **Expenses:**

Generally, the Host will handle all airfare and hotel booking while Rick will secure a compact/economy rental car for the event, unless other arrangements are made. If the Host would like Rick to book the airfare to XXXX, a \$XXX advance must be paid with the 50% booking fee. If the airfare exceeds this amount (unlikely), the balance will be added to the final expenses to be paid by the Host. Any remaining balance of the \$500 will be deducted from rental car and meal expenses.

The Host will pay for round-trip coach-plus\* air fare from Boise, ID (BOI) to XXXXX; 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 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:

Date/s: _____	Hotel: _____
_____	(Name of Hotel, etc.)
(Phone)	_____
_____	(Street)
(Confirmation #)	_____
	(City, State, Zip)

### Contact:

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

_____	_____	_____
Name	Cell phone	Home phone

### Cancellation/Postponement:

Once a date is booked and presentation/s confirmed, Rick 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 because of turning down other business for this date, MANNA! Educational Services International has found it necessary to include the following cancellation clause, effective in all cases other than 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 telephone, 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.

**Agreed:**

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

\_\_\_\_\_ Date: \_\_\_\_\_  
Host

<p>HONORARIUM: \$XXX</p> <p>- 50% BOOKING FEE: \$XXX.00</p> <p>Add \$700 pre-pay (airfare): \$XXX.00</p> <p>TOTAL DUE TO BOOK: \$XXX or \$XXX</p> <p>DUE AT EVENT BY HOST: \$XXX.00</p> <p>Host will book hotel and refund MANNA! for rental car, fuel and meals while at event within 30 days of event.</p>
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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