

Women of Worth & Worship INSTITUTE

Personally Mentoring Women of Worth & Worship for Kingdom Living & Giving

DR. NATALIE A. FRANCISCO | BOOKING AGREEMENT

This Agreement made as of _____ by and between Women of Worth & Worship, LLC aka Dr. Natalie A. Francisco (herein called SPEAKER) and _____ (herein called Sponsor) whose address is: _____

1. Name & Address of Place of Engagement: _____
2. Presiding Pastor/Bishop or Sponsor: _____
3. Date of Engagement: ____ / ____ / ____
4. Type of Engagement: Conference Convention Workshop Seminar Service
5. Name & Address of Venue: _____
6. Seating Capacity of Venue: _____ Expected Attendance: _____
7. (a) How are you publicizing this event? _____
(b) Other National Speakers, Authors or Recording Artists that will be part of this event: _____
(c) List any National Speakers, Authors or Recording Artists that you have hosted in the past year: _____
8. (a) Contact Name: _____
(b) Contact Numbers (Phone / Cell / Fax): _____ / _____ / _____
(c) Email Address: _____
(d) Website: _____
9. Confirming SPEAKER to: Speak Provide Special Music Promote Book(s)/Product
10. Tentative Time of Day SPEAKER is expected to minister/teach/sing: _____
HONORARIUM agreed upon \$ _____ + expenses for 1 (airline, hotel, meals, ground)
HONORARIUMS have been set based upon meeting the needs of the Ministry/Sponsoring Organization.
Sponsor to make payments as follows:
Check made payable to Natalie A. Francisco
received on the day of engagement (DATE _____)



11. CHURCH / SPONSOR agrees to provide Travel / Hotel / Ground Transportation as follows:

AIRLINE FLIGHTS - Women of Worth & Worship LLC will provide you with required air itineraries with a request for ticket(s) to be booked/purchased by you. **SPEAKER reserves the right to have final approval of all airline choices.**

HOTEL - Hotel (1) King Executive Non Smoking Suite/Room

HOTEL to be booked by the SPONSOR. HOST will be responsible for hotel rooms (as noted) and all meals / per diem. *NOTE: We require that your organization pre-checks in all hotel rooms directly with the hotel and provide keys upon our arrival. Please be sure that you have authorized Room & Tax (room service must be authorized for Francisco room) when checking in the hotel rooms and provide a credit card imprint at the time of check in to guarantee the rooms and meals. Women of Worth & Worship LLC WILL NOT be providing a credit card to the hotel directly.*

MEALS / PER DIEM - As an option, Women of Worth & Worship LLC can also offer you a Pre-Paid Per Diem package that allows you to pre-pay a cash per diem that will cover meals for Dr. Natalie A. Francisco and her travel companion. **Please contact an office representative if you are interested in taking advantage of this option.** It is requested that Hotel accommodations provide business traveler services (i.e. in-room High speed Internet access, as well as access to fax, printers, courier services, and exercise facilities on premises. **It is also important that the on property restaurant provides late night dining service.** For the purpose of travel facilitation, the SPEAKER requires a hotel that is close to the event site. In those instances where early am departures have been confirmed for fly-out from your event, we require that the hotel be an Airport area hotel. In choosing a hotel, please consider carefully that the accommodations be of the highest standard (i.e. Marriott, Westin, Sheraton, Hyatt, Embassy Suites, etc.)

GROUND TRANSPORTATION - CHURCH / SPONSOR must provide ALL ground transportation between Airport, Hotel and Venue. Ground transportation and Hotel Information must be provided no later than 21 days prior to the event. All Travel and Hotel details are subject to approval by SPEAKER.

Please check with SPEAKER Representative prior to arrival to ensure that you have arranged for adequate transportation for personnel and luggage/product.

12. **SPEAKER will be bringing her own product along** and will need to set up all product / displays before the service / event. In some instances, product will be shipped to the venue prior to the event / service. Please provide shipping information (address, contact name, etc) for such shipping.

PRODUCT/MERCHANDISE - SPONSOR must provide the following at their expense:

- One (1) dedicated phone line for SPEAKER'S credit card machine connection, directly at the product display area.
- One (1) 8 foot product table with table covering/skirt for lobby or foyer with electrical power access. The Product Table must be located in the main traffic (busy) area of the church, venue or auditorium in order to provide maximum benefit and most convenient access for your attendees.
- If this event is in a church or part of a church conference, SPEAKER requires at least one (1) trustworthy, responsible adult volunteer for the product table to assist with the sale of merchandise before & after the service

Host / Sponsor Please Initial _____

- Upon completion of the meetings, surplus products may be purchased by your church bookstore at a 20% discount off the retail prices. Please notify us in advance if you would like to take advantage of this discounted purchase for your Church Bookstore.

- Women of Worth & Worship LLC to retain 100% of all sales

If your event is being held in a convention center or auditorium that charges a Retail % fee or in a country that imposes duties or taxes on product: SPONSOR is responsible for that fee. If product is shipped in advance of the event, product must not be opened until a SPEAKER representative is present to assist with inventory. This will prevent any discrepancy when closing out at the conclusion of the event or service.

VENUE AUDIO REQUIREMENTS

13. **SPONSOR must provide the following Audio requirements at their own expense:** Cordless microphone (preferred) or lapel microphone for SPEAKER

HOSPITALITY

14. **Beverage preferences:** bottled water (room temperature) and cranberry juice

Eating preference: after the worship service or speaking event.

Food preferences: salmon, tilapia, flounder, fried and baked chicken, garden salad (French or Ranch Dressing), green beans, wild grain rice

Snack preferences: fruit (except melons)

ENTIRE AGREEMENT AND FURTHER MODIFICATION(S):

15. This agreement shall constitute the entire agreement between the parties and representatives. Any modification of this agreement shall be binding only if placed in writing and signed by all parties or an authorized representative of any party.

This Agreement is entered into by the parties in a spirit of Christian brotherhood for the purpose of establishing good communications and mutual understanding. The Sponsor's signature below acknowledges his/her agreement with all of the information contained herein. This Agreement is not confirmed until it is signed by Sponsor and accepted by Women of Worth & Worship LLC / Dr. Natalie A. Francisco.

Church Administrator or Financial Officer

DATE

SPEAKER Representative

DATE

Please sign and fax or mail this agreement back to us. We cannot accept an email return of the Booking Agreement Form.
A hard copy with our signature will be mailed or faxed to you.

Women of Worth & Worship LLC

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Host / Sponsor Please Initial _____