

Requirements and Policies for Hosting a Biblical Economics 101 Seminar

Save form to your computer, fill it in and send to: drsawatkins@gmail.com

Contract is between New Start Ministries Ltd.

and

General Booking Information

Please provide the following:

1. Please share the details of your event:

- Is the event PUBLIC or PRIVATE _____
- Name of hosting organization _____
- City or Town _____
- Province, State, Territory, or County _____
- Country (if not from Canada) _____
- Dates requested

2. Facility where the seminar will take place.

- Name of facility _____
- Number of anticipated attendees _____
- What type of audience will attend; pastors, youth, business, church congregation?

3. Host (ie. pastor, event chairman etc.) - Name, email and telephone number:

4. Books/posters may be brought by the speaker for re-sale. Will you provide staff/volunteers to manage the book table and be accountable for funds?

5. Is the hosting group willing to market/advertise this conference (at their expense) and if so, what is the marketing plan? (This seminar should not be restricted to only persons affiliated with the hosting organization. Use it as an outreach!)

6. Please check the box(s) of which events you would like the speaker to do:

- meet with the pastor(s) and or the board for a strategic evaluation and planning meeting. (no charge, and an offering **is not** taken)
- teach the 12 hour Biblical Economics 101 course (one 3 hour evening, three, 3 hour lessons on the second day (two offerings are taken; **100% is given to the speaker**)
- teach a lesson during the Sunday morning worship service(s). (offering taken; **100% is given to the speaker**)
- teach a Sunday afternoon 2 - 3 hour seminar about personal finances. (no charge, and an offering **is not** taken)
- meet with church members for private consultation about their personal and/or business finance. If the consulting is for personal finances, there is **no charge**, an offering **is not** taken, and there is **no compensation** to the speaker. If it is for a business, the speaker will ask the business person(s) he is consulting, for a fee of their desire, which will be paid directly to the speaker.

Transportation Arrangements

Note: The hosting organization pays for ALL of the speaker's travel, meal and accommodation expenses.

1. All domestic travel will be booked unrestricted economy class unless you are financially able to book business class. We will make our own bookings.
2. All International flights other than to the U.S.A., will be booked as first class only.
3. We require that accommodation be in a hotel in an **above** standard room complete with internet access. Any expenses (ie. meals) will be charged to the room by the speaker. The speaker will pay for any personal incidental expenses only.
4. It is imperative that the room be in a quiet part of the hotel (not near the elevator, ice machine, or a busy freeway). When these arrangements have been made, contact our office with the following information: Hotel name, address, telephone number, website, and a copy of the booking confirmation information.
6. Name of nearest commercial airport _____
7. **Note to Foreign bookings:** Please email a letter to the speaker, addressed to your country's Customs Department stating that you have invited the speaker for your event. State the name of your organization (use your own letterhead) dates and location of the event, and the name and address of the booked hotel.

Financial Terms

1. Newstart Ministries Ltd. will be reimbursed for the cost of one return air ticket **IN ADVANCE** of the speaker's departure. If there is no air travel, then the speaker will drive and he will be reimbursed at the rate of 35 cents per kilometer. The hosting organization will also pay for all transportation costs and hotel expenses including meals. Additionally, any and all costs associated with study manual reproduction, facility rent, sound equipment, staff payroll will be paid by the hosting organization.
2. There is **no charge** for this seminar or for the speaker. However, if the hosting organization wishes to charge the attendees they can do so, to a **maximum** of \$50.00 per person or \$75.00 per couple. Youths and/or students should not be charged more than \$25.00. Remember, the more you charge, the fewer number of people that will attend. However, we do not support **NOT** charging. That tends to decrease the value of the product and people are less likely to be "diligent students!" The speaker reserves the right to agree and confirm attendance fees. Children **ARE NOT** welcome to attend. If desired, the host can provide child care. Children **ARE NOT** to be in the presentation room!!
3. The host will ask the attendees for a speaker's offering and this will be repeated the next day if this is a two day event. **ALL** of this money is to go to the speaker. **NO EXCEPTIONS!** Attendees must make cheques payable to the hosting organization. The host will properly account for all of these funds and give the speaker a cheque in a sealed envelope upon his departure after the seminar has concluded, drawn on the bank account of the hosting organization. Again, **ALL** of this money is to go to the speaker. Please have two cheques ready; one for the speaker's offering and one for any books/posters that are sold. **Make the cheques payable to "New Start Ministries Ltd."**

Example Itinerary for a 12 hour Seminar

1. The speaker will arrive around noon on the Thursday, or possibly the day earlier if the distance is long. The speaker is to be met at the airport by two male staff or volunteers (hereafter called “speaker assistants”) and driven in a medium size car or SUV to the hotel for check-in (if no air travel, the speaker will drive directly to the hotel). Around 4:00 pm the speaker will be driven to the facility to meet the host for a strategic church meeting if desired. (see point number 6 above under General Booking Information) after which the host (and his/her spouse, if possible) will take the speaker out for dinner. (preferably a steak house)

At 7:00 pm the speaker will meet with the worship band for a rehearsal, after which the speaker assistants will return the speaker to his hotel room.

2. On the Friday, the speaker will be in his hotel room in prayer during the day, and the speaker assistants will then escort him back to the venue hall for a meeting with the church intercessors at 4:00 pm. After a short supper break, the speaker will greet the attendees at the front entrance and the seminar will begin promptly at 7:00 pm with praise and worship for approximately twenty to thirty minutes, subject to all times, the control of the Holy Spirit.

3. The host will introduce the seminar, ask everyone to turn off all cell phones, remind them not to text message during the seminar, remind them that recording of any kind other than the hosting organization is **NOT** permitted and then introduce the speaker. The speaker will provide the host with a biography which the host may choose to use or not use, at his discretion.

4. The first session will last 2.5 - 3 hours, (one break in between and the first speakers offering will be received).

5. On Saturday the seminar will start promptly at 9:00 am with 20 - 30 minutes of praise and worship, followed by the seminar continuing until 12 noon with one break in between.

6. The speaker will be taken back to his hotel for lunch, alone, and return to the seminar to begin again at 1:30 with no worship, and will conclude at 4:30 pm. (one break in between) The speaker will then be taken back to his hotel for rest and dinner, alone.

7. The final session starts promptly at 7:00 pm with praise and worship and a speakers offering. The seminar will conclude sometime that evening followed by worship and a time of ministry and alter call. During the break, the host will ask the ushers to distribute to each participant, a questionnaire to be completed by each person who is in attendance. Later, the ushers will gather the completed questionnaires and place them in a large envelope and then seal the envelope. **These questionnaires are for the speaker only!** The envelope is to be given to the speaker at the close of the seminar.

8. The speaker will be returned to his hotel.

9. The speaker can deliver a message during Sunday’s service by request (in advance). If so, another offering will be taken for him (same financial polices apply as the previous day).

10. Sunday afternoon, the host may elect to ask the speaker to hold a 2 - 3 hour financial seminar including more secular material (mortgages, retirement savings, budgeting etc. etc.) There is **no cost** for this seminar, **no charge** to attendees, and **no offering** will be taken. The speaker will then be taken back to his hotel and driven to the airport in the morning. (see point number 6 above under General Booking Information)

11. As an added bonus the speaker is willing to meet with church members for private consultation on their personal and/or business finances on either the Sunday or the Monday as needed and desired. If the consulting is for personal finances, there is **no charge**. If it is for business, the speaker will ask the business person(s) he is consulting, for a fee of their desire, which will be paid directly to the speaker.

Note: The above itinerary is subject to change and customizing according to the host's needs.

Miscellaneous

1. Books/posters for sale may be brought by the speaker or shipped in advance. Host staff are required to manage the book table and be accountable for all product and funds. Attendees who wish to make purchases should pay the hosting organization and then they in turn can write a cheque to the speaker for reimbursement (a separate cheque from the speaker's offering).

2. The host will provide a hands free mic or headset. The speaker will require a large podium, a white board with markers, a stool, and a cordless mic as well for the ministry session on Saturday night. Water for the speaker is required as well (in a jug with a glass please; not a bottle).

3. The two male staff or volunteers (ie. speaker's assistants) that meet the speaker at the airport will act as chauffeurs, "security handlers", escorts, personal assistants etc. and will be present, available and all on call **at all times** to the speaker for the entire weekend (ie. they are not to leave the speakers side and will have reserved seating in the front row).

4. In advance of the seminar the speaker will send to you a study guide. The host is required to make a copy of this manual **FOR EACH ATTENDEE** at the conference. These can be photocopies and **must be** bound with spiral or plastic binding. The host will pay for this cost.

5. The speaker requires certain worship songs to be used in addition to the bands choices as well. The speaker will ship either CD'S, music, computer files etc. and/or a list of songs to the host in advance so that the band will be well versed in performing them prior to the seminar (please note, this is very important!)

Special Note:

All materials supplied by the speaker are copy righted and permission is **ONLY** given to the host to reproduce them for purposes of the seminar. Videoing taping is encouraged, but CD's, MPV's, DVD's of the seminar can **ONLY** be sold **at cost** to the attendees in attendance or persons unable to attend. Permission **IS NOT** granted to publically sell any recording. No recording and/or photography of any other kind is allowed by anyone.

I confirm by signing this contract that:

1. I represent _____ (the hosting organization)

2. I have the authority to sign on behalf of:

_____ (the hosting organization)

3. **I have thoroughly read and clearly understand all terms, conditions, and requirements of the contract.**

4. **I and my organization will duly execute these terms in the contract and comply by them as stated.**

Name and title _____

Signature (s) _____

Witness _____

Date _____