

# Rod Arters \* Speaking Agreement

Please read through the agreement carefully. If you have any questions please do not hesitate to contact me.  
I look forward to serving your organization in the near future!

## 1) TRAVEL ARRANGEMENTS

- a. It is expected that the inviting organization will cover all travel expenses (personal vehicle mileage, rental car fees, rental car gasoline, tolls, train or airfare & airfare fees) to and from the event (in addition to any honorarium you may choose to give).
- b. The current "rate" for car mileage (as determined by the I.R.S.) is \$.55 per mile.
- c. If the event is more than 2 hours away (by car), I may request to rent a car.
- d. If the event is more than 5 hours away (by car), I may request to fly for my schedule's sake. Please confirm the dates/times and flight information with me before you officially book the flight. I would prefer to fly out of Charlotte, NC (CLT). Please let me know ahead of time if someone is picking me up at the airport or if I am to rent a car.

## 2) LODGING ACCOMODATIONS

- a. To serve you and your group as effectively as possible, I would prefer to have my own private quarters. I stay more rested (and therefore can serve you more effectively) when I am given my own "space." Thank you for arranging this if at all possible. Please let me know in advance if I will need to bring my own sheets, blankets, sleeping bag, pillow or towels?
- b. If the accommodations will be a hotel, I'd prefer to book that myself.
- c. To save you money, I would be willing to commute to and from the event if possible and reasonable. (Local bookings only)
- d. It is expected that the inviting organization will cover all lodging expenses.

## 3) MEALS

- a. It is expected that all meals will be covered by the contact person through the duration of the event, including round trip travel time.
- b. **NOTE: I have a life-threatening allergy to all peanut products. Please keep the entire menu free from peanuts, peanut butter and foods cooked in peanut oil while I am with you. Even exposure to others eating such products can cause a severe reaction. Thank you for being extra diligent in this area.**

## 4) PRESENTATION AIDES

- a. I generally prefer to have a small podium or music stand to teach from. Please let me know if this will not be available for me prior to my departure.
- b. Depending on the size of the audience and acoustics of the room, I may need to have my voice amplified. If this is needed, please provide a sufficient sound system. A cordless, lapel microphone best suits my presentation style.
- c. Please let me know if a projector (for PowerPoint presentation) will be available to use during the teaching. I will be bringing my laptop.
- d. For overnight events, will I have reasonable access to a printer (or nearby FedEx/Kinkos/Staples) should I need one?

## 5) CANCELLATION AND/OR DATE CHANGE PROCEDURE

If you must cancel or change the date of your event, please notify me as soon as possible. I may be able to serve someone else during that time. Thanks!

## 6) BIO

If you advertise this event, the attached pictures & bio are for promotional purposes.

## 7) HONORARIUM - (I Corinthians 9:11-14)

- a. At this time, to accommodate as many requests as possible, I do not charge a set amount for my services.
- b. What I generally ask is that you would cover all of my expenses (round trip travel, lodging, food etc.) and then give beyond that as much as you feel led to give. God is well aware of my needs and the rising cost of gasoline. ☺
- c. I invest many hours in preparation and prayer, not to mention the time away from my own ministry while I am with you. Thank you for being as fair and generous as your budget allows. (Philippians 4:19)
- d. Please read the attached article, "*Supporting the Lord's work through honorariums*" for more about this.

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*This form will help me know more about your event and what is expected of me.  
Please fill out completely, make a copy for yourself and return original to me 3-4 weeks prior to your event.*

Date of event: \_\_\_\_\_

Ministry/Organization: \_\_\_\_\_

Contact person and title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_ Organization website: \_\_\_\_\_

Type of event (please check all that apply):

- Youth Rally/Lock-in       Weekend Retreat       Seminar       Week-long conference
- Youth group mtg.       Bible study       "Sunday Sermon"       Chapel/Assembly
- College/Career event       Leaders Training       Banquet       Men's breakfast

Date(s) of event: \_\_\_\_\_

*Please send me a detailed schedule of the event so I know when I should arrive & when I may leave.*

Location of event: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

*To whom should I target my talk(s)?*      un-churched / non-believer / churched / believer / leadership

The primary target audience will be:      middle school / high school / college / adults / youth leaders / men / couples

# of talks? \_\_\_\_\_ Suggested Theme/Scripture: \_\_\_\_\_

Travel arrangements (circle one):      Your personal vehicle / Rental Vehicle / Train / Airplane

We are able to cover your round-trip transportation costs as outlined in the agreement.      YES      NO

Lodging arrangements (circle one):      None / Hotel / House / Cabin / Dorm

We are able to provide you with private housing for the duration of your stay with us.      YES      NO

You will need to bring the following (circle all that apply):      None / Air mattress / Sheets / Blankets / Pillow / Towel

We are able to keep the menu peanut free for the time you are with us.      YES      NO

We will provide you with a music stand (or equivalent) to use during the teaching.      YES      NO

We will provide you with a sufficient sound system for voice amplification (if needed).      YES      NO

Every person will have access to their own copy of the Scriptures during the teaching.      YES      NO

We will have PowerPoint available for your presentation, should you desire to use it.      YES      NO

\_\_\_\_\_  
Signature of contact person

\_\_\_\_\_  
date