

Counting the Cost Ministries

Dear Meeting Planner,

Thank you for considering me as a speaker for your upcoming event. Below you will find general booking information that will be helpful to you as you plan your group's conference, retreat or banquet.

Speaker's Fees

Speaker's fees are based on what the group wants me to do—the number of times I will speak during an event, the length of the event, your budget for the event, etc. Although these are subject to change, here are some general guidelines. At this time, I generally suggest around \$250-300 for each time I speak during the event. For example, if your group is hosting an all-day conference and wants me to speak three times during the day, my suggested speaking fee would be \$750-900.

Fees are negotiable. I am always willing to work with groups operating on a shoestring budget. By the same token, if your group has budgeted more for a speaker than the rate I quote you, I would ask you to prayerfully consider giving more than my suggested fee. When possible, I prefer for speaker's fees to be paid to me via check before I leave to go home after the event.

Travel Expenses

The hosting group should plan to pay any expenses necessary to get me to and from the speaking engagement (airfare, rental car or reimbursement for mileage). Generally if an event is within a one-hour drive from my home, I can drive my family car and do not ask travel compensation. If I must drive more than one hour, I ask to be reimbursed for my mileage and possibly a meal, depending on the length of the drive. For overnight trips, the hosting group should plan to cover my meals and accommodations.

Reserving Your Date

To reserve a specific date for your group, I request a deposit of 1/4 of the total fee (example: \$125 deposit for a \$500 event). If for some unforeseen reason, I am unable to speak and must cancel (don't worry—this has never happened thus far), your entire deposit will be refunded to you. If your group cancels, I will refund your deposit minus a reasonable fee to reimburse me for time and effort spent preparing for the event prior to cancellation.

Book Table

I ask to be able to set up a book table to make my books/products available to participants. Your group is asked to provide one or two tables for this purpose (decorated and/or covered with tablecloths matching the décor of your event). If I am traveling alone, I also request one or two helpers to assist me with manning the book table during the event.

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Child Care

For events within driving distance from my home in Knoxville, my husband and 6-year-old daughter often travel with me. If child care is being provided for children of event attendees, I ask to use these child care services for my daughter free of charge. This allows my husband to be free to assist me.

Audio/Visual Recording

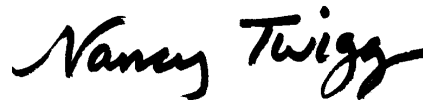
If the church has the necessary equipment, I ask that the group record my presentations and afterwards provide me with a DVD, videotape or audio tape of the event. If the church does not have the necessary equipment and the event is within driving distance of my home, I may request to be permitted to use my own equipment to make a video recording of the event.

Prayer Coverage

And last but certainly not least, I ask that your group pray regularly for me in the weeks and months before the event. Pray that God may speak through me and move powerfully as I speak. Ask God to guide me as I prepare and to give me the exact message your group needs to hear. I also invite your prayer team to pray over me the morning/afternoon of the event before I speak.

I would love to work with you in planning an event for the women of your group. Please let me know if I can be of service.

Blessings,

A handwritten signature in black ink that reads "Nancy Twigg". The signature is written in a cursive, flowing style.

Nancy Twigg