

Contract for Speaking and Event Services

Overview. This contract for Speaking and Event Services, hereafter referred to as the “Scheduled Event” is made as of the “Date” between the St. Paul Center (“SPC”), Dr. John Bergsma, and “Host” (the “Host”). The Scheduled Event featuring Dr. Bergsma as speaker is scheduled for the morning of “Date” at “Location”.

Program. Dr. Bergsma will give X talk(s) of approximately 60 minutes each at this Scheduled Event, commencing at Event Time on Date.

The St. Paul Center will manage a tabletop retail event at the Scheduled Event for the sale of books, videos and other products of Dr. Bergsma and SPC which will be open at least ½ hour before the Speaking Event and for at least one hour thereafter.

Responsibilities of the Parties.

St. Paul Center. SPC will be responsible for helping with promotion through targeted emails. SPC will closely coordinate with the Host with respect to all of SPC’s efforts, including promotional efforts, as more fully described below. SPC will host the required registration on our website if requested.

Dr. John Bergsma. Dr. Bergsma will be responsible for preparation and presentation of the content for the Scheduled Event. Dr. Bergsma will be responsible for managing his own logistics and travel, and sending receipts to the SPC for reimbursement.

Host. Host’s responsibilities will include:

- Appointing a single point-of-contact to coordinate with the St. Paul Center staff.
- Securing the physical venue; any and all expenses related to the venue will be the responsibility of the Host.
- Cooperating with SPC related to promotion of the events as more fully described below under Promotion.
- Providing tables for the sale of books, videos and other products of Dr. Hahn and SPC. SPC staff require adequate time for setup at each event, which usually occurs the evening prior to the Scheduled Event.
- Cooperating with SPC’s request as needed for volunteer support with registration at the event, book sales, driving Dr. Bergsma, ushering, etc.
- Payment to Dr John Bergsma: \$2,000 plus reimbursement of travel expenses, which will be summarized and provided by SPC
Payment to the SPC: \$500 for speaker services
- Payments to be made within 10 business days of the conclusion of the Speaking Event.

Promotion. The Host will promote the event on all their marketing channels, including email, websites, bulletins, mailings, working with surrounding parishes, etc.

Financial Appeal. The St. Paul Center will invite attendees to consider partnering with its mission through a financial appeal. The St. Paul Center will provide information folders, pledge cards, and pens.

This contract is limited to the speaking services described above. Host shall not be permitted to record, copyright, or distribute or sell audio, video, or written transcripts of talks given at the Scheduled Event. Dr. Bergsma and the St. Paul Center reserves the sole right to record and/or the live stream this event. Dr. Bergsma and the St. Paul

Center also reserves all rights to any and all distribution, reproduction, and sale of any recordings of the Scheduled Event.

The St. Paul Center reserves the right to cancel this agreement at any time, if, in its sole opinion:

1. The Host fails to meet the obligations and stipulations in this Agreement;
2. The event coordinators for the St. Paul Center and Host are unable to work harmoniously together in coordinating plans for the Scheduled Event; and/or
3. The Host does not adequately promote the event.

AGREED & ACCEPTED

Sign: _____
Host Representative – Print Name & Sign

Date: _____

Sign: _____
St. Paul Center – Print Name & Sign

Date: _____

Sign: _____
Dr. John Bergsma

Date: _____