



Author Casey Bell

2016

To Whom It May Concern:

Thank you for your invitation to have me, Casey Bell as guest speaker for your event. Enclosed is a written agreement prepared to assist you as well as our administration. To assure the best possible experience for all involved. Please help us by reviewing filling out, signing, and returning the agreement. We will promptly confirm the requested date or all available dates. If you have any question or concerns you may call Casey at 609-879-9631 Information, Biography, and photo will be forwarded along with your letter of confirmation. Thank you again we look forward to fellowship with you.

God Bless You,

Casey Bell

Casey Bell

Post Office Box 5231, Old Bridge, NJ 08857

(609) 879-9631 Fax: (215) 273-0971 motownbg@hotmail.com authorcaseybell.weebly.com

HOST ORGANIZATION/COMPANY RESPONSIBILITIES (OUT OF STATE)

TRAVEL ARRANGEMENTS (Travel section does not apply to local engagements)

- A minimum of one (1) airline tickets. We reserve the right to change the time, Departure and Arrival city at anytime. Please purchase tickets that are refundable and changeable without a penalty.
- All tickets should be issued electronically and emailed to motownbg@hotmail.com AND faxed to: (215) 273-0971.
- Seating Preference for Casey Bell -- Window
- Arranged ground transportation for Casey Bell between airport, hotel, church and/or venue.
- Forward on your letterhead: the name, cell phone number of the driver and type of ground transportation.

HOTEL ACCOMMODATIONS (Hotel section does not apply to local engagements)

- One (1) hotel room reserved in the name of Casey Bell
- Please be sure that a major credit card is placed on file at the front desk to cover all hotel expenses for Casey Bell.

MEALS

- Casey Bell will provide his own meals and beverages.

Unexpected Travel Expenses

Any unexpected travel expenses incurred by Casey Bell in connection with event is the responsibility of the Host Organization/Company. All reimbursement checks should be made payable to and sent to:

Casey Bell

PO Box 5231

Old Bridge, NJ 08857

HONORARIUM

Casey Bell does have an honorarium. Honorarium depends on the organization/company size and type of event. However, it is not the policy of Casey Bell to financially over tax any ministry. As such, if you need to discuss the honorarium prior to the engagement, please feel free to contact Casey Bell. Equally, should the above honorarium meet with your budget, please note that Casey Bell will expect the above amount in the form of a check or cash at the end of his time with you. The signing of this agreement implies your acceptance in its entirety and therefore prove binding. Please be assured that your event can adequately host the speaker /author without decreasing your organization/company.

MEDIA REQUEST

Please forward a copy of any recordings or pictures of engagement/event in the form of DVD, CD, or photos, which ever you have available. Casey Bell reserves the right to air the date of the engagement/event with you for any broadcasting or advertising. The copy should be sent to PO Box 5231, Old Bridge, NJ 08857 or emailed to motownbg@hotmail.com within 7 days of engagement should one not be available at the time of engagement.

CONTACT INFORMATION

Casey Bell

PO Box 5231, Old Bridge, NJ 08857

(609) 879-9631

(215) 273-0971- Fax

E-mail: motownbg@hotmail.com

ENGAGEMENT AGREEMENT

ORGANIZATION/COMPANY DETAILS

Name of Organization/Company _____

Name of Founder/Owner/CEO _____

Business Address _____

Mailing Address (if different) _____

Phone Number _____ Fax _____

Website _____

Contact Person _____

Phone Number _____ Fax _____

Home _____ Cell _____

Email _____

ENGAGEMENT/EVENT DETAILS

Date of Engagement _____ Time _____

Location of Engagement _____

Address _____

Phone Number _____

Theme _____

Is this a conference? Yes No

If yes, please provide the names of other confirmed guests, along with their dates

Seating capacity _____

Age to be addressed _____

Racial mix _____

Expected attendance _____

Gender to be addressed
(women, men, youth)

ENGAGEMENT DETAILS CONTINUED

What time does event/engagement start? _____

What time will Casey Bell be up to speak? _____

What is Casey's time limit for presentation? _____

What forms of advertisement will you be using to promote this engagement?

Are there any special events before or after service that you would like Casey Bell to attend?
Yes No

If yes, please explain

HOTEL ACCOMMODATIONS

Name of Hotel _____

Address _____

Phone Number _____

Fax Number _____

Confirmation Number _____

Distance from Event _____

Distance from Airport _____

GROUND TRANSPORTATION

- Please ensure that one extra person in addition to the driver meets Casey Bell at the airport.
- Where will Casey Bell be greeted when she arrives at the airport?

PRODUCTS

May Casey bring books to sell? No Yes, \$ _____

Set-up Location _____

Is there a **Fee** for a vending table for this Event? No Yes, \$ _____

PLEASE INITIAL BELOW

- I have read the above in its entirety and agree with all of the terms included in Casey Bell's Engagement Agreement.
- All of the information listed in the "Host Organization/Company Responsibilities" is correct. I agree to notify Casey Bell in writing of any changes.

SIGNATURE AND DATE

Authorized Signature of Organization/Company	Date
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Executive Administrator/Assistant to Organization/Company	Date
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Upon completion of these forms (3), please fax or email, in its' entirety to Casey Bell. —

Fax: (215) 273-0971 Email: motownbg@hotmail.com **and/or** mail to PO Box 5231, Old Bridge, NJ 08857