

SPEAKING ENGAGEMENT AGREEMENT

Date:

BETWEEN: The Speaker/Agency: Wyatt Olivas **The Host:** [Name of Parish/Organization]

1. EVENT DETAILS

- **Event Name:** Lenten Mission: "Learning to Listen"
- **Topic:** Fruits of the Synod on Synodality & Practical Application
- **Date(s):** [Date of Event]
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- **Time:** [Start Time] to [End Time]
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- **Location/Venue:** [Full Address of Church/Hall]
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2. FINANCIAL TERMS

- **Speaking Fee:** The Host agrees to pay a speaking fee of **\$800.00 USD**.
- **Deposit:** A non-refundable deposit of **\$400.00 (50%)** is due upon signing this agreement to secure the date.
- **Balance:** The remaining balance of **\$400.00** is due on the day of the event.
- **Tax Documentation (W-9):** The Speaker agrees to provide a completed **IRS Form W-9** to the Host upon signing this agreement, ensuring the Host has all necessary documentation for tax reporting purposes prior to the event.
- **Payment Method:** Checks should be made payable to Wyatt Olivas or sent via Venmo .

3. TRAVEL & ACCOMMODATIONS The Host agrees to cover the following expenses in addition to the speaking fee:

- **Lodging:** The Host will provide one private hotel room or private guest house room with a private bathroom for [Number] nights. The accommodation must be located within a reasonable distance of the venue.
- **Local Transportation:** The Host agrees to provide a designated driver or cover the cost of ride-share (Uber/Lyft) to transport the Speaker from their lodging to the venue and back.
- **Travel to City:** [Choose one: The Host will reimburse round-trip economy airfare/ OR/ Host will pay for round-trip economy airfare].
- **Meals:** The Host will provide meals for the Speaker during their stay or provide a per diem of [\$30] per day.

4. TECHNICAL REQUIREMENTS To ensure the best presentation, the Host agrees to provide:

- ☐ Projector and Screen
- ☐ Microphone (Wireless handheld or Lapel preferred)
- ☐ Audio connection for video/sound
- ☐ A small table or podium for notes/water

5. MERCHANDISE The Speaker reserves the right to sell books or merchandise related to "Spicy Catholics" or the presentation topic. The Host agrees to provide a table in a high-traffic area (e.g., narthex or vestibule) for this purpose. The Speaker retains 100% of proceeds.

6. CANCELLATION

- **By Host:** If the Host cancels the event less than 30 days prior to the date, 100% of the fee is due.
- **By Speaker:** In the unlikely event of illness or emergency (Force Majeure), the Speaker will notify the Host immediately. All deposits will be refunded, and the Speaker will make every effort to reschedule.

7. RECORDING

- **Policy:** The Host may record/livestream the event for internal parish use only. Commercial distribution is prohibited without written consent.

AGREED AND ACCEPTED:

For Spicy Catholics / Wyatt Olivas Date:

For [Host Parish Name] Date: