



## Canyon Ministries Speaker Event Information and Booking Agreement

Canyon Ministries provides trained and exciting speakers on a variety of creation and biblical history topics. These speaking engagements include church services, conferences, lectures, and creation-themed tours to locations around the US. Each church, school, or group (herein referred to as “Host”) should read below to get an understanding of how our speaking engagements work. By booking a Canyon Ministries speaker for an event, Host agrees to the following policies and practices:

### Fees and Expenses

Canyon Ministries has no set fee for speaking engagements. We do however require travel and accommodation expenses to be covered by the Host for most events (see Travel Expenses below). In addition to travel expenses, we do welcome optional honorariums or love offerings for our speakers, as well as financial donations to our ministry.

Unless otherwise directed, **please make all travel expense checks out to Canyon Ministries.** Honorariums may be made out directly to the speaker or via separate earmarked check to Canyon Ministries.

### Travel Expenses

For Canyon Ministries to be good stewards of our finances, we normally request Hosts provide travel expenses for our speakers. An estimate of travel expenses will be provided by Canyon Ministries to Host before the event is booked. Depending on event logistics, some possible expenses to consider are:

- Fuel and meals for speaker driving to Host event and back.
- Possible flight from Phoenix to airport near Host event
- Fuel from Flagstaff to Phoenix airport and back. (300-mile round trip)
- Vehicle parking at Phoenix airport for the duration of the event
- Accommodations day of arrival before the event
- Accommodations evening of the event
- Car rental and travel expenses during the event
- Meals not provided by Host or hotel

After the speaking event is complete, Host will be provided with an itemized expense list and invoice. Host will reimburse Canyon Ministries for travel expenses within 15 days of invoice receipt. The invoice amount will be within 20% of initial expense estimate. Any expenses incurred above 20% of estimate will be paid for by Canyon Ministries.

Please mail checks to the mailing address listed on form, or our website at [CanyonMinistries.org](http://CanyonMinistries.org)



## **Means of Travel**

Due to cost and flight availability, we usually fly out of Phoenix Sky Harbor or Mesa airport. Though Flagstaff has a small airport, the flights are very limited and prices are usually higher. Even though it requires our speaker to drive 300 miles round-trip, we often opt for Phoenix to save money for the Host. In some cases, the cost of fuel and vehicle parking at the airport during an event may make Phoenix the more expensive option. If the cost of a flight from Flagstaff is within \$100 of the total trip expense of a flight from Phoenix, we may opt for a Flagstaff flight to save our speaker having to drive 300 miles roundtrip and the extra travel hours it requires.

For regional travel, we will normally opt to drive to the Host location. We don't like to have our speakers drive more than 5-6 hours a day. So, if driving more than that, usually a hotel night in between will be required each way.

## **Travel Booking**

Canyon Ministries requests that we secure our own means of travel to Host location. Any necessary flights, car rentals, and travel-related accommodations to/from the event will be booked by Canyon Ministries or their speakers. In most cases, we will strive to book the least-expensive means of travel that best works with our schedule.

In some cases, we may opt to arrive to Host area days beforehand or stay for days after for ministry purposes. Host will only pay for actual expenses directly related to the travel and days immediately related to their event. Car rental and any hotel expenses will only be invoiced for the days directly necessary for Host event, and not any extra days.

## **Event Accommodations**

We are very flexible with accommodations during events. Our speakers can easily stay in a host home, dorm room, camp, or Host-provided hotel. If easier, we can also secure our own accommodations for the event. Though not required, we often prefer to use the Hilton family of hotels, as we usually get 10% to 20% off standard rates when booking ourselves with our member discount. These hotels include the Hilton, Doubletree, Embassy Suites, Homewood, Home2, and Hampton brands.

## **Additional Engagements in the Area**

Canyon Ministries reserves the right to secure additional speaking and teaching engagements in Host area apart from Host (primary) event. After the Canyon Ministries speaker is booked and travel expense estimate is agreed on, Canyon Ministries may look for other churches, schools, museums, or outdoor venues to establish another (secondary) event for our speaker while in the area. In most cases, a secondary event will not reduce the agreed travel expense to Host, but also, in no way will it increase it. Host understands any secondary event at another location is incidental and should not count on a secondary event to offset agreed-upon travel expenses for primary Host event.



## **Event Advertising**

Host agrees to have the event advertised by Canyon Ministries on our website, social media, and other venues. Host has full permission to use any text, graphics, or images found on Canyon Ministries website or social media to create their own advertising for event, including logos, bios, and event pictures, so long as their use does not harm Canyon Ministries in any way. Canyon Ministries maintains rights to request modification to any advertising, graphics, or images used or created by Host for event.

## **Event Pictures and Recordings**

Canyon Ministries permits all images and recordings of event to be usable by Host, and requires the same in return. Images and recordings may be used by either Canyon Ministries or Host for (but not limited to) social media, educational resources, and advertising.

Canyon Ministries requests copies of any online or distributed audio or video recordings of the event made available to us for upload and use on our website, social media, or video platforms.

Host may make audio or video media recordings of the event available for free to the public. With written or email permission from Canyon Ministries, Host may make audio or video recordings of the event available for a charge to public, i.e. selling DVDs or charging for online access.

The distribution of any Canyon Ministries PowerPoint or presentation slides is forbidden, apart from utilizing and embedding slides in creating a video of the presentation.

## **Event Book/Merchandise Sales**

During the event, we may wish to have a table set up where we can sell our books, resources, and merchandise. We may also bring advertising handouts or banners with us. In such cases that a table is needed, our speaker will coordinate with Host to secure and set one up before the event.

## **Changes to Speaker Event Information and Booking Agreement**

Any desired modifications to this agreement should be requested by Host to Canyon Ministries and approved in writing or email by Canyon Ministries Executive Director.