



Hosting Agreement

for

Think Again! Workshop

Please complete this form electronically by selecting the appropriate areas below and typing text on your computer:

This agreement is entered into between Worldview Matters and:

Name of Host Organization:

Name of Host Organization Contact Person:

Contact Person Phone:

E-mail:

Host Organization Mailing Address:

* * * * *

Specific Name and Location of Presentation Site (including street address):

Day & Date of Event:¹

Start time:

End:

Lunch Time (start and end time):

Worldview Matters will provide the following:

1. Speaker (Dr. Christian Overman)
2. Materials (one *Participant Guide* per person, and one *Assumptions That Affect Our Lives* text per couple)
3. LCD projector (if the Host Organization prefers that their own projection system be used, please indicate here:)
4. Additional books, CDs and/or DVDs as optional resources for purchase by participants

¹ Please confer with Dr. Overman by sending preferred dates to overman@biblicalworldview.com.

Comments: Please allow Dr. Overman access to the room where he will be speaking 75 minutes prior to start time in order to set up the LCD projector, to test all technical equipment, and to place optional resources on the resource table provided by the Host Organization. Please have the sound technician arrive 45 minutes prior to start time in order to do a sound check. Thank you.

The Host Organization will provide the following: *(If anything listed below will not be provided by the Host Organization, please indicate after the item. If no note to the contrary is included, it will be assumed the item will be provided.)*

1. Facility
2. Lapel mic for speaker
3. Hand-held mic for participation by audience members
4. Sound technician to provide sound check for the speaker 45 minutes prior to start and remain on site during event
5. Event promotion
6. Registration
7. Greeters and hosts
8. Name tags for participants
9. Tables & chairs for participants (preferably round tables)
10. Meal(s) on site
11. For every 100 (or less) participants, one 6-foot table (with a draped table cloth) will be provided for placing books and other optional resources. The table(s) will be placed in the room where the presentation is held, near the main entry door. The table(s) will be set up at least 75 minutes prior to the start of the event so that resources may be arranged on the table by the speaker, who will be responsible for providing the resources.
12. For every 100 (or less) participants, two persons will be provided to handle book sales at the resource table(s). These persons will arrive 30 minutes prior to the start of the event to receive instructions, and will man the table(s) at least 20 minutes

prior to the start of the event, as well as during all breaks and for at least 20 minutes following the conclusion of the event.

Comments:

Fees: The Host Organization determines the actual participant fee for the event. This will depend on the location of the event, the Worldview Matters fees (see below), the cost of lunch and related items. It is recommended that a reduction in the participant fee be provided for married couples, and that couples be encouraged to attend the event together. However, this is up to the Host Organization.

The Host Organization pays Worldview Matters an amount based on the following factors. *Please place an "X" before any areas below that apply:*

One-day presentation. Host Organization pays Worldview Matters \$50 per participant to cover services provided by Worldview Matters and all materials.² This is with a 100-participant minimum. For groups under 100, the fee for all services and materials is \$5,000, regardless of the number in attendance.

Travel/accommodation costs, to include: a) roundtrip airfare, rental car costs and accommodations for the speaker and his wife (*Dr. Overman does not travel without his wife, Kathy*) if the event is outside the State of Washington, b) rental car costs and overnight accommodations for the Overmans if the event is more than 90 minutes outside of Seattle, c) overnight accommodations for the Overmans if the event is a two-day retreat in or out of the Seattle area, d) all meals during the event itself.

If the Host Organization prefers to purchase airline tickets, car rental and/or hotel accommodations for the Overmans, please indicate which items you wish to purchase here. (If purchasing airline tickets, please check with Worldview Matters before finalizing the departure time from Seattle and the arrival time upon return.):

If the Host Organization prefers that Worldview Matters purchase travel items (or portions of them), please indicate which portions you wish Worldview Matters to purchase here:

If Worldview Matters purchases any travel items, the amount paid by Worldview Matters (along with a receipt) will be made known to the Host

² Materials includes 1 *Participant Guide* per person and 1 *Assumptions That Affect Our Lives* text per single participant or married couple (a \$20 value).

Organization Contact Person at the time of the event, and reimbursement is to be included in the total final payment made to Worldview Matters.

Deposit. A “save the date” deposit of \$250 is required at the time this Agreement is submitted to Worldview Matters. This deposit will be deducted from the total amount paid to Worldview Matters for items listed above. *If this event is cancelled for any reason by the Host Organization, this deposit will not be refunded. If this event is cancelled by Worldview Matters due to extreme illness on the part of Dr. Overman that would prohibit him from speaking, this deposit will be refunded.*

The Contract Person whose signature appears below agrees to send a check to *Worldview Matters, 2800 122nd Place NE, Bellevue, WA 98005*, within five working days following the event. This check is to be made payable to *Worldview Matters*, not to the speaker.

Please print out the completed form, sign it, enclose the deposit of \$250 and mail to: *Worldview Matters, Inc., 2800 122nd Place NE, Bellevue, WA 98005*. ***This agreement is final only when a Worldview Matters representative signs the agreement and sends it back to the Contact Person.***

Contact Person Signature: _____

Date:

Comments or questions:

Worldview Matters Rep Signature: _____

Date:

Comments or questions: