

***How to Make the Rest of Your Years the Best of Your Years***<sup>®</sup> 3/23  
**AGREEMENT PARTICULARS**

### **Confirmation Fee**

There is a \$500 Confirmation/Scheduling Fee. Receipt of the Confirmation Fee, along with a signed copy of the Confirmation Form, locks in the date(s) for Conference. This is a non-refundable fee. Should the Conference be rescheduled, it may be applied to the new date(s). Any expenses incurred prior to the rescheduling (air fare, shipping, etc) will still be paid by the church.

### **Materials Expenses**

- A. Promotional Materials: Every Believer a Witness Ministries provides at no cost electronic files of posters and bulletin inserts for the church to have printed.
- B. Workbooks: Each person attending the conference receives a 32 page, 4-color Workbook. We ask that you reimburse Every Believer a Witness Ministries \$7 for each Workbook used, plus the cost of shipping (if the Trainer does not bring them with him).

### **Trainer's Travel, Lodging and Meal Expenses**

The cost of the Trainer's travel to and from the conference, lodging and meals is paid for by the church. The Trainer will coordinate with you to make all travel arrangements, and will make every effort to keep these costs low. We ask that you provide lodging in a moderately priced hotel such as Hampton Inn or Holiday Inn Express, rather than a private residence.

### **Materials and Expense Reimbursement Report**

At the conclusion of your conference, the Trainer will provide you with an Expense Reimbursement Form itemizing all expenses, including Workbooks, shipping, and the Trainer's travel, meals and lodging. You may write a check for these expenses, along with a check for the Honorarium, to Every Believer a Witness Ministries at that time, or mail them to our office within 10 days.

### **Maximizing Attendance**

**It is impossible to over emphasize the importance of focused prayer by the church, and the strong, repeated exhortation by the Senior Pastor to attend.** In addition, having a meal before, after or during the Conference is a big attendance builder.

Be sure to emphasize that this is a conference for all believers age 50 and over. Refer to it as a Conference for "mature" adults. Exhort every mature adult not only to attend, but to also bring a friend from outside the church to the conference with them. **THIS CONFERENCE CAN DRAW MANY NON-CHURCHED ATTENDEES!**