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Speaking Requirements:

BOTH PARTIES MUST SIGN OFF

*1 Corinthians 14:40 says: “Let all things be done decently and in order…”and it is our prayer that you will find, that by fulfilling this small request through ministry helps, you will be assisting PKL in doing the work of the God in the spirit of excellence.*

This request in regard to Speaker/ Author Kevin L. Lipsey also known as PKL, is herein made known to (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) from PKL/KLMinistries Inc., in that we formerly require specified accommodations for agreed upon speaking engagement to include:

1. **We request that**: you will supply a first-class professional sound system and a PROFESSIONAL SOUND PERSON TO OPERATE IT. Please note: Author/Speaker Kevin Lipsey requires a quality wire microphone or quality cordless microphone, stage monitor and adequate space (if needed) for all accompanying him.
2. **We request that**: you will provide a clean, private office space for Kevin Lipsey and those accompanying him, before and after speaking; also running water, bottled drinking water and hot green tea.
3. **We request that**: if applicable, hotel accommodations for PKL; approved by PKL’s personal assistant, or PKL himself. We must receive conformation of said approved hotel no later than 48hrs after agreement.
4. **We request that**: (if out of state and not driving) you will provide adequate traveling accommodations to church, or event venue from hotel and back, as well as from airport to hotel and back.
5. **We request that**: (If PKL is driving in or out of state to your church or event) you will provide a secured parking space within close proximity (NO MORE THAN 100 FT AWAY) to Church or event. Arrangements for such parking, and any ticket issued during course of speaking, is the responsibility of Church, or event host, or coordinator.

AGREED TO AND ACCEPTED BY:

Church or Presenter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kevin Lipsey “PKL” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\***Please consent by downloading and signing this document, returning via email to:

Email: klsrministries@gmail.com