

PROGRAM AGREEMENT FOR SPEAKING ENGAGEMENT

Please return to The Michaud Group, 170 May Street, Elmhurst, IL 60126.

Sponsor: _____

Phone Number: _____

Date of Engagement: _____

Audience size: _____

Length of program: () 30 minutes () 1 hour () 2.5 hours () other: Up to one half day

Website : _____

Subject/Content: _____

HANDOUT MATERIALS

If session uses handout materials, sponsor will be provided original handout materials at no additional charge and is responsible for duplicating for all attendees. Please contact our office if you prefer we handle (for an additional fee) all duplication. If the relationship and communication program is contracted for, it uses the DiSC assessment tool that speaker will bring to program.

Please also send us copies of any programs or publicity materials for this event.

SPEAKER AGREES TO:

For the program sponsor is contracting for, Laura agrees to supply the following:

- Program content and duration as listed above with customization for sponsor's group
- Customize the program based on sponsor's needs using the following tools:
 - Pre-meeting Questionnaire that sponsor feeds back to The Michaud Group
 - Individual phone interviews with members of audience in advance of the program
- Offer a 100% money back guarantee, (not including travel expenses) if sponsor is not completely satisfied with the program.
- Debriefing session with sponsor with anything learned from membership and/or customers

SALES OF MATERIALS

Sponsor and Laura have agreed that Laura can bring in materials, tapes or books for sale at this event.

HOTEL AND TRAVEL ARRANGEMENTS

Laura will need a single non-smoking room, with a guaranteed late arrival. If possible, sponsor will have hotel room and meals DIRECT BILLED to master account. Please contact our office if this is not possible.

- 1. Name of Hotel _____
- 2. Address _____
- 3. Phone Number _____ Nights of stay _____

Sponsor is responsible for the following expenses:

- 1. One round trip airfare.
- 2. Ground transportation, if necessary.
- 3. Material fee for DiSC assessment tool at \$18.00/each (if used in program)
- 4. Hotel room and meals as needed. Also, please arrange for hotel room to be held for late departure for two hours following the end of her presentation.

Note: Should sponsor prefer to pay one price for travel and include it with speaker fees merely add \$1000 to speaker fee and submit with your payment.

CONDITIONS

Speaker fee for this engagement \$5,500 and is due upon return of this contract. **Please make checks payable to: "The Michaud Group" (EIN 36-4320161).** Expenses will be billed within 15 days after the presentation and will be due and payable within 30 days of the presentation. Should sponsor prefer to have one price for travel expenses, please add \$1000 to above fee and no travel expenses will be billed. Cancellation fee is 100% of the speaking honorarium if the engagement is canceled within 90 days of the date of the presentation.

If the book, From the Kitchen Table to the Conference Table is purchased in advance, please also add the appropriate amount to your payment. Reproduction of all or any portion of the presenter's speech is prohibited without prior written permission.

Please complete, sign and fax this contract to our office immediately. Then mail the hard copy with your payment within 14 days. Please retain a copy for your files. **Note that the engagement will not be calendarized and the date will remain open until this signed contract and deposit is returned.**

We, the undersigned, hereby agree to all terms and conditions as stated in this Agreement.

Client Signature: _____ Date: ___/___/___

The Michaud Group: _____ Date: ___/___/___