

[YOUR LOGO]
REQUESTED PRESENTATION AGREEMENT LETTER

Please enclose deposit and return by mail to the address below to secure your date

Requesting Company/Agency and address: _____

Presentation Contact Name: _____ Contact's email: _____

Contact's phone number _____

Event: _____ Presentation Date: _____ Time: _____

Theme of meeting _____

Number of attendees: _____ Audience Description: _____

Presentation address and room # (if different from above address).

This presentation will be _____ in length.

2018 Seminar Rate Schedule: 1-2 Hour Seminar: \$XXXX. Half-Day (3-Hour) Seminar: \$XXXX. Full Day: 6 Hours: \$XXXX. Your 10% discount courtesy rate is \$_____ if you pay in full at this time. To hold date, a deposit of 50% is due within ten days of the time of this booking. Your presentation rate, as discussed: _____

Upon receipt of your non-refundable **50% deposit of \$_____ and this signed letter of agreement**, your desired date will be formally reserved. If you have not chosen the discounted (by 10%), pay in full option, your **remaining 50% balance is due of \$_____** is due, upon arrival, the day of the presentation.

VERY IMPORTANT, PLEASE READ:

As we book many presentations each year, it is not uncommon to have more than one site request the same date, we have a first-right of refusal policy. As you know, delivering a great seminar takes many hours. Valuable consulting time is dedicated to give each program and event the attention it deserves. Thanks for understanding that XXXX and [his/her] seminar assistant, XXXX are unable to schedule meetings/conference calls, etc., work on bulleted seminar outlines, or supply promotional or event copy **before** your booking is finalized by returning this letter of agreement with the appropriate deposit.

OUT-OF-TOWN TRAVEL ARRANGEMENTS (If applicable)

The host organization is responsible for booking the presenter's out-of-town travel arrangements. This includes: Air travel, transportation from the destination airport to the hotel, hotel accommodations, and originating airport parking or shuttle.
_____.

PRESENTATION ROOM ARRANGEMENTS: *The following items will be needed for the presentation room: Projector, screen, small table, microphone set up. Flip chart and pens. Host agrees to duplicate or reimburse for any handouts provided audience.*

If you plan to video or record the audio of the presentation, this should be discussed before the day of the presentation. [Your name] requires a master copy of any recording to use or sell any way [he/she] wishes. **Please Initial** _____

If pleased with our event, XXXX requests a short recommendation or testimonial within 10 days. **Please Initial** _____

Host Company Representative Signature Date _____

Please Make Checks Payable To:

Your business name
Your address