

Engagement Agreement for Jill Richardson

Sponsoring Organization: _____

Address: _____

Contact: _____

Best Phone Number: _____

Email: _____

Date & Time of Presentation: _____

Location of Presentation: _____

What time should Jill arrive?: _____

Title of Program: _____

Number of sessions: _____

Length of each presentation: _____

Fee: _____

Fee payable and due on the first day of program.

Conditions of Agreement:

1. Audio and Video Recorders may be used during the presentation. Please send a copy of any recording to Jill.
2. If this engagement is cancelled by the sponsoring organization, the following fee schedule will be in effect from the time notification is received:
 - 30 days or fewer before the engagement (50% of fee due);
 - 31-60 days prior (30%).
3. Audio visual preferences are: Sound system with wireless lavalier microphone and connection for computer to projector.
4. A book table should be available for books written by the speaker. They will be available for sale; they will not be 'promoted' during the sessions as a sales device.
5. Jill would appreciate any endorsements/reviews by attendees and video/audio recordings that she could use for promotional purposes.

THE ABOVE INFORMATION IS AGREED TO AND ACCEPTED BY:

PRESENTER: _____ CLIENT: _____

DATE: _____ DATE: _____

Contact Details

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