



Scheduling Confirmation Between Client and Jimmy Monk Speaks

This letter outlines the understanding and agreement between Client and Jimmy Monk Speaks regarding a presentation to be provided for Client by Jimmy Monk Speaks. It is designed to be a communication tool clearly confirming time, date, title, etc, and defining responsibilities of both parties. Please let us know immediately if your understanding is different than the following.

Jimmy Monk Speaks Will:

- Present a program titled _____ for Client.
- Customize the program, as needed, to fit the needs of this group.
- Provide the materials for the participants' use only. Materials are copyrighted, and unless specified in the materials or in writing, reproduction of any portion is prohibited.
- Abide by the professionalism and ethics guidelines set forth by the National Speakers Association at all times. A copy is attached.
- Jimmy Monk will personally conduct this session; if, because of physical incapacitation, he is unable to do so, Client will have the choice of having another Jimmy Monk presenter conduct the session or having Jimmy Monk speak at another session with no cancellation fee. Jimmy Monk Speaks is in no way liable for any expenses relating to this program in the event Jimmy Monk is unable to appear. (Jimmy Monk does not miss events within his control, barring emergencies.)

Date and Time of Presentation:

____ / ____ / ____ ____: __ am/pm- ____: __ am/pm

Jimmy Monk will be there approximately 1 hour before his program begins. Please make arrangements so he can get in the room to set up.

Location of Presentation:

(Company, Hotel, Convention Center) Street City Phone

Equipment Considerations (No Preference):

- NO lectern required
- 1 flip chart with markers
- VCR/DVD w/ monitor
- LCD projector—not LCD pad

- Projector, Laptop, etc. which will sit on stand/table in front.
- Freestanding screen (preferred, but fixed screen OK)
Microphone (if more than 60 people), wireless preferred.
- If corded microphone-cord long enough to reach back row – if desirable.
- 1' high riser if more than 100 people.
- If there is a head table on riser, please set it back 2-3' so Jimmy Monk can speak in front of it
- 6' table near door for educational materials display if agreed upon or recommended.

Room Set-up Suggestions:

- Rounded U-shape or Semicircular Theater.
- Please set the room wide rather than deep

Client will make all arrangements for the location of this program, and for informing the participants.

Please send Jimmy Monk copies of any announcements to the participants regarding this program.

Honorarium, Terms and Conditions:

Honorarium: \$_____

In order to cover advance costs and assure Jimmy Monk will be available for your program, a deposit in the amount of \$_____ is required by _____.

The remainder of the honorarium, \$_____, is due at the conclusion of the presentation; please present it to Jimmy Monk.

Jimmy Monk will provide all handouts if applicable, at a cost of \$_____per person. This will be billed after the program.

Early Bird Payment Discount

If **full** honorarium is received by Jimmy Monk on or before the deposit due date, deduct 5% of payment as Early Bird Discount.

Expenses:

Shall include round-trip coach-plus* air fare from Pittsburgh, PA to _____; ground transportation; hotel (if not billed to Client's addressed); food and gratuities. Balance of travel expenses will be billed after event. Travel expenses will be prorated among all clients served in your area on the same trip.

In order to save you money, when available and practical, we book the most cost and time effective flights. Often these flights have penalties if changed so if there is a cancellation or postponement on the part of the Client. Client is responsible for reimbursement of the non-refundable part of the air fare.

Overnight Accommodations:

Shall be made by Client, and bill to Client at Client's business address. (A non-smoking room is preferred.) Reservations have been made for Jimmy Monk:

For: _____

(Date/s)

At: _____

(Name of Motel, Hotel, Etc.)

(Phone)

(Street)

(Confirmation #)

(City , State, Zip)

Contact:

Name, description and phone numbers of persons picking Jimmy Monk up from the airport:

Name

Business Phone

Home Phone

Description: _____