



Janet Doucette
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Great Barrington, MA 01230

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Speaker Agreement

CLIENT INFORMATION:

Contact Person: _____
Title _____
Organization _____
Address _____
Phone: _____ Email: _____

TITLE OF PRESENTATION/WORKSHOP: _____

DATE OF PRESENTATION/ WORKSHOP _____

TIME OF PRESENTATION/WORKSHOP _____

LOCATION OF PRESENTATION/ WORKSHOP _____

THE CLIENT AGREES TO PAY THE FOLLOWING FEES AND EXPENSES:

The fee for this presentation is \$ _____

A non-refundable 50% deposit of _____ is due by _____ to secure the engagement date. If the client cancels 45 days or less (without immediately rescheduling) the entire fee will be due as complete settlement. Should the speaker miss the engagement due to illness or emergency and a suitable replacement cannot be found, client will be reimbursed in full.

Deposit payable to : mindful technology
PO Box 54 great Barrington, MA 01230

The balance of \$ _____ is to be handed to the speaker on engagement day.

Travel Expenses:

Expenses include full coach airfare, meals ground transportation and lodging. PLEASE NOTE: SPEAKER IS VEGETARIAN. These expenses will be invoiced after the program. Janet Doucette will use her best efforts to keep travel expenses to a minimum.

Support Materials

Janet Doucette's and mindful technology products may be made available for participants to purchase after her programs, unless specified otherwise.

AV Requirements: Wireless microphone, 6 foot table at back of the room, PowerPoint projector, audio system to be provided by client.

Audio Visual Release: Videotaping of Ms Doucette's presentation is acceptable for internal use only. In return, we request a high quality master copy of the presentation.

Our signatures on this agreement indicate full compliance with the requests and the promises above, and complete understanding of the services being provided.

CLIENT DATE

SPEAKER DATE