

Program Agreement

Company Information

Company Name _____
Contact Name and Title _____
Address _____
Phone _____
Fax _____
Email _____

Program Information

Date(s) of Program _____
Type of Program _____
Example: Keynote with title, PowerUp Performance Intensive, Performance Training Program
Location of Program _____

Program Set-Up

Sally prefers a U shape for small groups and theater style for larger groups
Remove or move the lectern to the side of the stage
Wireless Lavalier Microphone is preferred
Sound Check ½ hour before program
Set up autography table (with permission to sale at the end of my presentation for a special sale price).
Don't hesitate to call with questions or concerns 303-717-9580

Fees and Expenses

Program Fee: \$ _____

Expenses to be paid by client:

- Round-trip coach airfare (Outside of Colorado area)
- One night hotel accommodations prior to program

Deposit and Cancellation Policy: A 50% deposit of agreed fee is required upon confirmation of booking. In the event of a program cancellation, Sally will re-book on a mutually agreed upon date with no penalty. If the program is

canceled by client and not rescheduled, the deposit will be considered the full payment.

Agreement Confirmation

This confirmation must be signed, completed and returned to Sally Bonkrude at least 10 days prior to the program. Include this agreement with your deposit check and keep a copy of this agreement for your files.

We agree to engage Sally Bonkrude under the terms and conditions above.

Client _____ Date _____

Speaker _____ Date _____