

Inner Projection – Professor Brown

How to Achieve in Career and Life to Greatest Joy and Satisfaction

Speaking Agreement

Contact Information

Company:	Contact / Title:
Company Website:	Phone:
Address:	E-mail:
City/State/Zip:	Best Time to be Reached:

Event Details

Event Date:	Audience Size:
Event Time:	Audience Demographic:
Event Address:	
Facility:	Desired Speaking Length:
Meeting Tale:	Other:

Fee

Each speaking engagement is catered to the individual needs of the company. Please contact Jeff directly via phone or e-mail to discuss the fee for your particular event. Once agreed upon (please insert amounts below), a 50% deposit is required to confirm booking and reserve the event date. The remaining balance is due on or before the day of the presentation. You will be billed for minor travel expenses.

Engagement Fee:	
50% Deposit Payment:	
Remaining Balance Due:	

Cancellation

91+ Days Cancellation Notice: No Charge

46-90 Days Cancellation Notice: Client is responsible for 50% of fee.

45 Days or Less Cancellation Notice: Client is responsible for full fee, payable by engagement date.

If Jeff Brown must cancel for any reason, a full refund will be issued immediately to the client.

Special Considerations

Accommodations: If necessary, quality hotel reservations will be made for Jeff Brown, with a confirmation e-mail sent directly to Jeff at: professorjeffreypbrown@gmail.com.

A/V Equipment: A cordless lavalier lapel microphone if group is larger than 50 people.

Company Information: Client will provide Jeff with applicable background information on the company before the engagement.

Recommendation Letter: Client agrees to write a letter of recommendation for Jeff Brown within 10 days of the speaking engagement.

Special Requests: Client will provide any special arrangements needed below. All requests must be agreed upon prior to the event date.

Agreement Execution

Agreement must be signed and returned before date(s) confirmed.

Company Representative (Print Name):

Date:

Jeff Brown

Date