



Meggin McIntosh, Ph.D.
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SPEAKING/CONSULTING AGREEMENT (Sample)

Client &/or Sponsor:	
Address:	
Contact person:	
Email:	
Phone:	
Cell phone:	
Fax	
Add'l contact person:	
Email:	
Phone:	
Cell phone:	
Date(s)/time(s) covered by agreement:	
Subject/Title:	
# of participants:	
Workshop location:	

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Room setup:	Large screen at the front of the room; comfortable chairs for participants who will be seated at tables where they have plenty of room to maneuver. Participants need to be facing the front of the room.
Fee:	
Expenses	Expenses include the following:
Payment:	If necessary, PLEASE MAKE CHECK PAYABLE TO: Emphasis on Excellence, Inc. EIN # You may also pay by credit card. Just call me with the information.
Equipment:	Meggin will bring (or will need) <ul style="list-style-type: none">♦ Laptop computer♦ LCD projector♦ Speaker/wireless lavalier (lapel) microphone sound system that will allow sound to be projected from my computer, as well. I'll need plenty of space for the equipment and other materials.
Food/refreshment for participants:	In order for people to participate fully, they need to have reasonable beverages & snacks. Please provide food that includes some fruit, protein, etc. If you provide donuts (or the like), please have LOTS of other options available (nuts, bagels, cheese, fruit, etc.)
Other considerations	I will need someone to help me carry everything in on the morning of the workshop and then to help me carry everything out after the workshop. I like to be ALL set up with plenty of time to spare, so would like to meet someone at the location at least an hour prior to the start of the workshop. I will need multiple ways of contacting this person.

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Other considerations:	Please provide the name of the person or persons, as well as contact info below:
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This agreement covers all the particulars specified above. If anything changes, then the agreement may need to be redone (e.g., maximum number of participants, location, etc.) All details must be verified at least two weeks prior to the date of the speaking engagement.

Meggin McIntosh, Ph.D., President Date

Date

Please sign and return a copy, either via mail or fax by _____, 200_.

Mailed on _____: