



## SPEAKER AGREEMENT

Dear \_\_\_\_\_,

This letter will serve as a confirmation of your conversation with \_\_\_\_\_ Manager/Agent for Speaker/Author Stephen E. Bacque Ph.D., and as a letter of agreement. Dr. Bacque will speak to your group according to the following details:

DATE: \_\_\_\_\_

CITY: \_\_\_\_\_ State: \_\_\_\_\_ PLACE: \_\_\_\_\_

Address: \_\_\_\_\_

PROGRAM SUBJECT: \_\_\_\_\_

TITLE: \_\_\_\_\_

TIME: Start at: \_\_\_\_\_ till \_\_\_\_\_

HOLDING DATES: \_\_\_\_\_

Notes:

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Please see note # 1 CANCELLATIONS:

Please see note #2 RECORDINGS:

Please see note #3 ROOM SET UP:

Please see note #4 TRAVEL:

**TRAVEL-** (pre-paid Airfare-Coach) Includes expenses for **round-trip** unrestricted coach airfare from his home in Kingwood, Texas, flying out of Houston, Texas (IAH) airport and (round trip) ground transportation, meals and tips. Expenses will be submitted under a separate cover.

**HOTEL:** Arrangements to be made (pre-paid) by the client and direct-billed to the client's account. Please reserve a full-sized, non-smoking room, with late check-out approved, and late arrival guaranteed. Dr. Bacque will check in the evening before the event. Hotel should be at or near event site.

**FEE QUOTED:** \$ \_\_\_\_\_

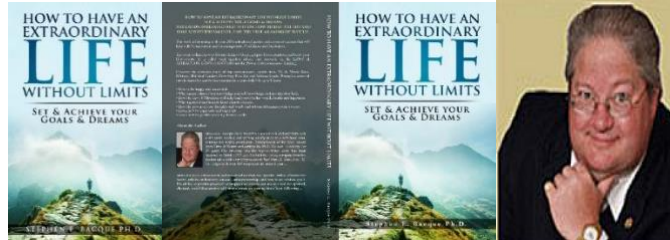
**B.) Speaking Fee Does Not Include:**

1. Travel, Hotel and meals.
2. Audio-visual equipment
3. Reproduction of handout material
4. Copyrighted educational materials, and books



Latest Book: Dr. Bacque's latest book:

**"How To Have An EXTRAORDINARY Life Without Limits" Set & Achieve Your Goals & Dreams-**



Reinforces the concepts he will be presenting to your group. Because attendees often want to learn more or reinforce what they have just learned, you may wish to purchase copies for all attendees to be presented on site (volume discounts available), or allow copies to be sold and support materials to be sold after the presentation.

**PAYMENT METHOD:**

Speaking Fee: \_\_\_\_\_

Educational Materials: \_\_\_\_\_

please check the method of payment desired, sign and fax this page to our offices immediately.

· 1. 30% Deposit now (\$\_\_\_\_\_ due by \_\_\_\_\_), and the balance paid in full on the day of delivery of the presentation in the form of certified check, money order, or cash-only.

· 2. A check for the total amount (\$\_\_\_\_\_ ) received 60 or more days prior to event-is enclosed (received by \_\_\_\_\_). If this option is chosen, your organization is granted a **5% discount** from the regular fee amount of \$\_\_\_\_\_.

If there is anything in this Letter of Agreement about which you have any questions or would like additional information, please call or email Manager/Agent at \_\_\_\_\_

\_\_\_\_\_ If everything is satisfactory, please sign one copy of the agreement and return it immediately by fax (Fax: \_\_\_\_\_) to hold the date(s), then mail a hard copy with payment. Cordially,

\_\_\_\_\_  
-Manager/Agent for Dr. Stephen E. Bacque

**C.) NOTES**

1. **Holding Dates:** Because of the numerous inquiries we receive, and our desire to serve clients with an immediate answer, we do not hold dates. If the Letter of Agreement is not returned in one week, this (these) date(s) will be considered open.

2. **Cancellation:** If this agreement is **canceled by your group or organization**, the following **REFUND schedule** of percent of fee will be in effect from the time written notification is received at the office of Dr. Bacque. Any expenses incurred for the development of the session will be due in full.



**REFUNDS:**

- 14 days or less before engagement 10% Refund
- 15-20 days before engagement 20% Refund
- 21-30 less days before engagement 30% Refund
- 31-60 or less days before engagement 40% Refund
- 61 -90 days before engagement 70% Refund
- 91-120 days 80% Refund
- 121-180 days 90% Refund
- 181-360 days 100%. Refund

If the engagement is postponed, and notice is received in 14 days or more and rebooked within 30 days, 65% of the deposit will be applied to the new date. If notice is received in less than 13 days, the full deposit will be forfeited. Dr. Bacque has never canceled an engagement, been late, or failed to appear for an engagement. If this should occur, you will be sent a full refund for the amount of your check submitted with the Letter of Agreement. If educational materials were purchased, you will have the option to keep the materials or receive a refund.

3. **Recording:** The fee quoted is based on the fact that there will be **No Audio or Visual recordings** made of the presentation. Permission for the audio and/or visual recordings, for non-commercial use, must be made through Dr. Bacque, and A.S. Bacque Enterprises, Inc. and a charge starting at \$1,000 for audio and \$5,000 for visual will be added to the quote listed. Announcement will be made reminding the audience that no recording (on any type of device) is permitted.

4. **Room Set Up:** The ideal setting for this interactive session is: Rounds with no more than 8 to 10 participants per table; name badges or tent cards (Please write first name VERY LARGE); LCD projector on a 6 foot table; screen; 1 flip chart; wireless lapel mic. For keynotes and presentations at conferences, Dr. Bacque is very flexible. Your general set up will be fine. Be sure to discuss it ahead of time with Dr. Bacque.

This is the **ENTIRE AGREEMENT**-any and all changes or modifications of this agreement must be agreed to in WRITING and signed and dated by all parties to be enforcefullable.

Agent \_\_\_\_\_

Print: \_\_\_\_\_

Date \_\_\_\_\_

Dr. Stephen E. Bacque Speaker/Author \_\_\_\_\_

Print: \_\_\_\_\_

Date \_\_\_\_\_

Agreed and accepted \_\_\_\_\_



Print: \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_

Company or Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Work Phone

Cell Phone# \_\_\_\_\_

Home Phone# \_\_\_\_\_

Email \_\_\_\_\_

Fax# \_\_\_\_\_

***This is the Entire Agreement. THANK YOU!***