

PROGRAM AGREEMENT FOR SPEAKING ENGAGEMENT

Please sign and return to The Michaud Group, 170 May Street, Elmhurst, IL. 60126.

Sponsor: _____

Phone Number: _____

Date of Engagement: _____

Audience size: _____

Length of program: () 30 minutes () 1 hour () 2.5 hours () other _____

Site: _____

Subject/Content: _____

SPEAKER AGREES TO:

For the program sponsor is contracting for, Laura agrees to supply the following:

- Program content and duration as listed above with customization for sponsor's group.
- Pre-meeting Questionnaire sponsor completes to assure we are hitting key areas in session.
- Individual phone interviews with members of audience in advance of the program to fine tune program.
- Customize the program based on sponsor's needs using the above tools.
- Offer a 100% money back guarantee, (not including travel expenses) if sponsor is not completely satisfied with the program.
- Debriefing session with sponsor after program highlighting points learned from sponsor's membership and/or customers.
- Send out mass email to attendees 1 month after speaking engagement.
- Conduct follow up webinars, teleseminars or polls/surveys if desired.

HANDOUT MATERIALS

If session uses handout materials, sponsor will be provided original handout materials at no additional charge and is responsible for duplicating for all attendees. Please contact our office if you prefer we handle (for an additional fee) all duplication. If the relationship and communication program is contracted for, it uses the DiSC assessment tool that speaker will bring to program.

Please also send us copies of any programs or publicity materials for this event.

SALES OF MATERIALS

Sponsor and Laura have agreed that Laura can bring in materials, tapes or books for sale at this event. Laura's book "From the Kitchen Table to the Conference Table: Family Business Communication" sells for \$17.95 plus \$4.95 S&H. For prices of quantities above 50 units please contact The Michaud Group.

HOTEL AND TRAVEL ARRANGEMENTS

Laura will need a single non-smoking room, with a guaranteed late arrival. If possible, sponsor will have hotel room and meals DIRECT BILLED to master account. Please contact our office if this is not possible.

1. Name of Hotel _____
2. Address _____
3. Phone Number _____ Nights of stay _____

Please check sponsor's preferred way to handle airfare arrangements:

- Send Laura's itinerary and invoice for payment upon signing of this agreement
- Have Laura's airfare charged to one of your company's credit cards
- Have your travel agent handle Laura's itinerary

Sponsor is responsible for the following expenses:

1. One round trip airfare.
2. Ground transportation, if necessary.
3. Material fee for DiSC assessment tool at \$18.00/each (if used in program)
4. Hotel room and meals as needed. Also, please arrange for hotel room to be held for late departure for two hours following the end of her presentation.

Note: Should sponsor prefer to pay one price for travel and include it with speaker fees merely add \$1000 to speaker fee and submit with your payment.

CONDITIONS

Sponsors investment for this engagement is \$_____ and is due upon return of this contract. **Please make checks payable to: "The Michaud Group" (EIN 36-4320161).** This investment enables us to 1) hold the date for Sponsor and 2) be applied toward the "work in progress" and customization – interviewing your people, reviewing your literature, etc. Expenses will be billed within 15 days after the presentation and will be due and payable within 30 days of the presentation. Should sponsor prefer to have one price for travel expenses, please add \$1000 to above fee and no travel expenses will be billed.

If the book, From the Kitchen Table to the Conference Table is purchased in advance, please also add the appropriate amount to your payment. Reproduction of all or any portion of the presenter's speech is prohibited without prior written permission.

Cancellation fee is 100% of the speaking honorarium if the engagement is canceled within 60 days of the date of the presentation. If notice of cancellation is given 31 days or more before engagement, we will be more than happy to apply this investment toward another program scheduled within 3 months of the canceled program. (You should take comfort in knowing that Laura Michaud has never canceled or failed to appear for an engagement. If in the unlikely event this does happen, your total investment will be promptly returned.)

NO-RISK GUARANTEE

Laura offers you special "bail-out" protection.

Laura Michaud is extremely professional and delivers all that is promised. Therefore she provides this no-risk insurance:

You and your people must be absolutely satisfied with Laura's message. If you feel that its value does not match with your investment, you will receive a refund of your investment, less travel costs. Immediately. Part of it or all. Laura has never been asked to honor this guarantee – just ask our many satisfied clients!

BONUS

If you feel a "bonus" or additional investment is appropriate, based upon the short and long-term success of you and your people... and results, that bonus will be based upon your sincere assessment of our contribution. We aim to satisfy you beyond your expectations and appreciate your recognition.

Please complete, sign and fax this contract to our office immediately. Then mail the hard copy with your payment within 14 days. Please retain a copy for your files. **Note that the engagement will not be calendarized and the date will remain open until this signed contract and deposit is returned.**

We, the undersigned, hereby agree to all terms and conditions as stated in this Agreement.

Client Signature: _____ Date: ___/___/___

The Michaud Group: _____ Date: ___/___/___