

Michael's Seven Key Promises to You



1. **I will clarify your event objectives** and customize my presentation so that it supports those goals and contributes to a memorable and relevant experience for your attendees.
2. **I will help promote your event** via my social media channels.
3. **I will arrive at least 60 minutes prior** to the program to meet staff, check the room setup, and provide any required materials, including a backup copy of my introduction.
4. **I will incorporate humor and interaction** to keep your audience engaged and the message memorable.
5. **I will adapt to any unexpected hiccups** or technical issues that arise. As a seasoned speaker, I can present effectively without supporting slides.
6. **I will respect your schedule** and adjust my presentation so that we end on time, even if I start late due to other circumstances (e.g., the previous speaker went over).
7. **I will stay after my program to answer questions** from the attendees to help ensure they receive the value and information they expect.

Michael's AV Needs

Michael will need the following audiovisual aids for his session:

- LCD projector and screen (Michael's slides will be 16x9 format unless otherwise requested)
- One lavalier or over-the-ear microphone
- Wireless device for advancing the PowerPoint slides
- Laptop with PowerPoint at the podium, or a stage monitor to view the advancing of slides
- Bottled water
- If Q&A is desired, please have two wireless handheld microphones and two people to serve as runners

I will arrive at least 60 minutes prior to the session to get wired and rehearse with the AV technician. I will send the PowerPoint presentations to the person you designate in advance of the session to ensure that he/she is able to open the file.

Terms and Conditions

1. Fees and Deposits.

- ❑ A 50% deposit is required to secure your date on Michael's calendar, and the balance is due on the day of your event, unless other arrangements are made...
- ❑ Deposit is due within seven days of contracting signing to confirm the date. Date will be taken off hold after deposit is received.
- ❑ Balance of the fee is due at the time of engagement.
- ❑ All fees are confidential between Michael the Facilitator, LLC and Client.
- ❑ Payment is accepted by Zelle, Paypal, check or credit card. Please make checks payable to:
Michael the Facilitator, LLC
270 17th St., NW
Suite 3203
Atlanta, GA 30363
- ❑ EIN is 93-4930979.

2. Expenses.

Travel expenses will be billed following the engagement, with payment due in 30 days and will include, unless otherwise agreed to in writing in advance:

- ❑ Standard coach round trip airfare
- ❑ Lodging
- ❑ Ground transportation
- ❑ Airport parking
- ❑ \$60 per diem allowance for meals

3. Books.

- ❑ If books are desired for the event books must be ordered 45 days in advance to ensure on-time delivery.
- ❑ The cost of shipping will be added to the cost of books.
- ❑ Books and shipping will be billed following the event, with payment due in 30 days.

Terms and Conditions

4. Recording.

- Any event photos of Michael will be provided to him for promotional, marketing or editorial purposes, including publication on our website.
- Michael's presentation and materials are owned solely by Michael and are protected by copyright, trademark and/or other proprietary rights.
- No audio or video recording of any presentation is permitted without our express written consent.
- Client can be granted unlimited internal usage of the event recording for an additional fee as stated in the "Investment and Optional Add-Ons" section. Michael also requests to receive a copy for educational and promotional use.

5. Handouts.

- If handouts are part of the presentation, we will provide an original at least seven days prior to the event. Client will be responsible for preparing and distributing handouts to participants.

6. Post-Event Publicity.

Client agrees that we may publicize the fact and the results of our services with Client in the following manner:

- Identify Client on client lists;
- Generally describe the services provided to Client;
- Use the Client name and services provided for self-promotional, marketing or editorial purposes, including publication on our website.

7. Cancellation

- In the event of a cancellation by Client, Michael will gladly rebook the event at no penalty for an alternate open date within 12 months of the original event as long as the rebooking occurs within 30 days of the cancellation.
- If the event is canceled more than 90 days prior to the event, and not rebooked within 30 days, your 50% deposit will be returned.
- If the event is cancelled within 90 days of the event and not rebooked within 30 days, the deposit is non-refundable.

Sequence of Events – Before Event

Date Due	Who	Event
	Client	Sign contract and email to Mwilkinson@leadstrat.com to reserve your date
	MtF	Send link for making 50% deposit (within 2 days of contract signing)
	Client	Pay 50% deposit (within 10 days of contract signing)
	MtF	Provide presentation description, head shot, AV and other needs
	MtF	Make social media posts
	Client	Provide shipping information for materials, books, etc. as needed
	MtF	Ship materials, books, etc. as needed

Sequence of Events – Day of Event+

Date Due	Who	Event
	MtF	Arrive in presentation room at least 60 minutes in advance.
	MtF, Tech	Complete sound check, PPT check, clicker
	MtF, Client	Meet with contact and person who will introduce to confirm transitions, timing, seating, arrangements for videoing, photography, follow-up actions, etc.
	Client	Pay remaining fees due
	MtF	Submit expenses for payment
	Client	Pay remaining expenses