

SOUL PURPOSE INSTITUTE SPEAKING AGREEMENT



SOUL PURPOSE
INSTITUTE

Steve D'Annunzio

31 Harrison Terrace, Rochester, NY 14617 585.672.5700 (P)

Sponsoring Organization Name: _____

Address: _____

Contact Name: _____ Email: _____

Business Phone: _____ Fax: _____

Secondary Contact: _____ Email: _____

This **LETTER OF AGREEMENT** commits *Steve D'Annunzio* to present at _____ (location)
on _____ (date) from _____ (start time) to _____ (end time).

Speaking Location: _____

Presentation Purpose: _____

Estimated Number of Attendees: _____

HONORARIUM & EXPENSES:

Your honorarium for this presentation is \$_____ plus applicable expenses, including round trip coach airfare, car service to/from the airport, and hotel accommodations to be paid by the Sponsoring Organization. Payment will be completed at or prior to the time of engagement. Please make checks payable to *Steve D'Annunzio*. PayPal and Credit Cards also accepted.

Credit Card Number: _____ Expiration: _____

Type: *Visa Master Card American Express Discover* Security Code: _____

Name on Card: _____

RECORDING:

Audio and Video Recording: The Soul Purpose Institute may wish to audiotape, videotape, or otherwise record this activity for the purpose of preparing transcribed versions for educational use. The Soul Purpose Institute may edit such recordings, as it deems appropriate, and seeks your consent for release for potential future use by the Soul Purpose Institute. This consent and release does not obligate The Soul Purpose Institute to record and/or use your presentation as described. *Please initial your preference below.*

_____ *I consent to have my presentation recorded and release it for use by The Soul Purpose Institute.*

_____ *I do not consent to having my presentation recorded.*

PRESENTATION REQUIREMENTS:

My presentation will include: ___ PowerPoint Presentation w/ embedded video ___ Speech only

I require: ___ Projector ___ Wireless Internet ___ Microphone ___ Podium ___ Whiteboard

CONTENT:

It is the expectation of The Soul Purpose Institute that this presentation is based on the best, most uncommon knowledge available in the market place today.

The Intention of our presentation:

Critical points of discussion:

ADDITIONAL CONSIDERATIONS:

REFUND / RESCHEDULE POLICY:

If unforeseen circumstances cause cancellation or rescheduling of your event, please give us advance notice as quickly as possible. We intend to serve our clients with the utmost respect and accommodation and are consequently open to rescheduling, negotiating alternative speaking arrangements, applying honorarium towards coaching programs, or providing refunds on discretionary basis.

Please return one signed copy of this agreement at least two weeks prior to the engagement date by confirming that you have read this entire agreement, and will comply with the statements made herein.

The above is agreed to and accepted by:

Speaker Signature: _____ *Date:* _____

Sponsoring Organization Representative: _____ *Date:* _____

Please submit completed documents by fax, mail, or email to Jim Lacatena at:

*The Soul Purpose Institute
31 Harrison Terrace, Rochester, NY 14617
Jim@SoulPurposeInstitute.com
Fax: 585.295.7798*