

A Contract Between Patty Jo Sawvel and (HIRING ORGANIZATION)

Event Title: _____

Sessions: _____

Location: _____

Speaking Fee: \$ _____

Following review and approval of this contract by the appropriate organizational officers a non-refundable down payment of \$ _____ in the form of a check will be sent to the speaker. The remaining balance will be paid via a check, on site upon completion of her presentation. The Speaker will customize the presentation to the hiring organization's area of interest or conference focus by speaking with 6-8 people who will be in the audience. The organization agrees to furnish the names, telephone numbers, and email address for the contacts. HIRING ORGANIZATION grants permission for the speaker to record her sessions on audio and video. If HIRING ORGANIZATION makes a recording it agrees to furnish the speaker with a copy.

Travel: HIRING ORGANIZATION is responsible for the speaker's travel expenses.

Hotel: The hiring organization is responsible for providing the speaker with her hotel room and shall not require the speaker to use her own credit card to secure such lodging arrangements.

Audiovisual
Equipment:

- HIRING ORGANIZATION will provide lap top computer w/preloaded power point presentation that the speaker is to utilize during his speech.
- HIRING ORGANIZATION will provide LCD projector, screen, lavalier microphone, and a small table.
- HIRING ORGANIZATION is fully responsible to pre-test the presentation in the audio visual format well in advance of the speech so that there are no technical difficulties at the time of the speech.

Lecture Materials and Printing:

Speaker will provide the HIRING ORGANIZATION with a copy of the lecture slides and materials in an electronic format prior to the seminar. Printing costs will be incurred by hiring organization with exception of any materials received beyond the agreed upon deadline.

Books: Transportation of any sponsored books will be the responsibility the HIRING ORGANIZATION as agreed.

Cancellation Clause:

Event Notice of Cancellation is subject to the following terms:

- Cancellation up to 60 days prior to event – no charge for speaker fee
- Cancellation between 1-3 weeks prior to event – 25% of speaker fee
- Cancellation in the last week prior to event – 50% of speaker fee

There is no refund of the Speaker Deposit and it does not apply to the cancellation fee as it is stated in this contract. Cancellation fees are based upon the gross speaker event fee that was agreed upon. Cancellation fees must be paid within 5 business days of notice of cancellation or a \$100 per day late fee is agreed to be paid by the hiring organization. PJ (Patty Jo) Sawvel has never cancelled, been late or failed to appear for an engagement. If this should occur, the HIRING ORGANIZATION will be sent a full refund in the amount of your check submitted with the a signed copy of this contract.

Copyright Clause: The outline packet is intended for the HIRING ORGANIZATION to copy for the sole purpose of giving to the attendees of the speaker's session. It may not be copied, sold or given away for any other purpose without expressed written permission of the speaker.

Standard legal Dispute Resolution and disclaimer:

Both Parties agree that any legal dispute including collection of unpaid fees shall be the financial responsibility of the party that prevails. This shall include any attorney fees, collection agency fees, and additional time required by the speaker in pursuit of relief and remedy to the breach of this contractual agreement by the hiring organization, at his normal rate of \$395.00 per hour. The speaker's hours shall match those billed by his legal counsel as an assumption of his time consumed in such matters. Any, legal disputes and/or mandatory arbitration prior to litigation, shall be governed by the laws of the State of North Carolina and all claims handled in Forsyth County, NC Circuit Court system.

Client Recommendation(s):

Each Client must provide the speaker with a written evaluation of her speech presentation within 10 days after the event and as such these comments may be used in the speakers promotional marketing. The hiring organization will send this review via email on scanned organizational letterhead to the speaker. The speaker may list the client as a speaking reference and also provide the hiring organization's contact persons email and phone number for future client referral inquiries on this web and other marketing materials. If the speaker has done a satisfactory performance he expects a favorable testimonial from the client.

Payment of Fee(s):

Any Remaining Expense Reimbursements and the initial non-refundable speaking deposit and/or the payment of any cancellation fees shall be mailed to the Speakers address as noted below.

Patty Jo Sawvel
2419 Smithwick Road
Kernersville, NC 27284

President Signature	Date	Speaker Signature	Date
Printed Name	Phone #	Printed Name	Phone #336.869.9102 pj@pjsawvel.com

Organizational Treasurer Signature or Appropriate Chairperson Signature	Date
Printed Name	Phone #

All Non-Profit Organizations must have the signature of two officers in order to validate our commitment to agreeing to speak at the event. *Please include a copy of this signed contract when you mail the down payment.*