

## **Scheduling Confirmation Between Client and Successful Because Limited**

“the Client”: \_\_\_\_\_

This agreement outlines the understanding and agreement between The Client and Successful Because Limited (SBL) regarding a presentation to be provided for The Client by SBL. It is designed to be a communication tool clearly confirming time, date, title, etc., and defining responsibilities of both parties. Please let us know immediately if your understanding is different than the following.

### **Successful Because Limited will:**

- Present a program titled \_\_\_\_\_ for “the Client”.
- Customise the program, as needed, to fit the needs of this group as per your completed questionnaire.
- Provide the materials (where necessary) for the participants’ use only. Materials are copyrighted, and unless specified in the materials or in writing, reproduction of any portion is prohibited.
- Abide by the professionalism and ethics guidelines set forth by the Professional Speakers Association at all times.
- Steven Houghton-Burnett will personally conduct this session; if, because of physical incapacitation, he is unable to do so, The Client will have the choice of having another SBL presenter conduct the session or having Steven speak at another session with no cancellation fee. SBL is in no way liable for any expenses relating to this event if Steven is unable to appear. (Steven hasn’t missed an engagement to speak in over 15 years.)

### **Presentation Logistics (Client to complete):**

Steven will be there a minimum of 30 minutes before his session begins. Please make arrangements so he can get into the room to set up.

Session Date: \_\_\_\_\_

Session Time: \_\_\_\_:\_\_\_\_ am/pm to \_\_\_\_:\_\_\_\_ am/pm

### **Location of Presentation:**

Company Building, Hotel, Convention Centre Name: \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

Post Code \_\_\_\_\_

Building Phone \_\_\_\_\_

Organiser Contact Name: \_\_\_\_\_

Organiser Mobile Phone: \_\_\_\_\_

### **Equipment Preferences:**

- NO lectern

- Wireless Microphone (if more than 75 people) – Lapel microphone preferred
- Additional Wireless Microphone (and microphone runner to take to audience members) If corded microphone - cord long enough to reach back row
- 2' high platform if more than 75 people - Steps set to side of platform
- If there is a head table on platform, please set it back 2-3' so Steve can speak in front of it

**Room Set-up Preferences:**

Rounded U-shape or Chevron Classroom or Semi-circular Theatre if more than 100 people (If possible, please set the room wide rather than deep) - Any arrangement if less than this

**Commercial Terms:**

The Client will make all arrangements for the location of this session, and for informing the participants of the venue details and logistics.

Please send SBL copies of any announcements to the participants regarding this session, and if relevant any event that this session forms part of.

**Fees and Expenses:**

***Steven often covers topics that are aimed at provoking the audience to action. On some occasions, some members of the audience can strongly disagree with some of the information that they are receiving (it doesn't happen often, but it does happen). For the avoidance of doubt, fees are payable for the delivery of the session and not based on the reactions of individual participants. Additionally it is the responsibility of the event organiser to ensure that the topic being offered for presentation by Steven is suitable for the audience and the event.***

**Fees (Excluding VAT):**

£\_\_\_\_\_ for delivery of the session

In order to cover advance costs and secure that Steven will be available for your event; a deposit of 50% in the amount of £\_\_\_\_\_ is required by \_\_\_\_\_.

The remainder of the fee £\_\_\_\_\_ (plus any expenses) is due within 7 days of the conclusion of the presentation.

**Expenses:**

Where air travel is required it shall be at Business Class (or equivalent).

Where rail travel is appropriate it shall be in First Class (or equivalent).

In order to save you money, when available and practical, we book the most cost and time effective travel tickets. Often these flights have penalties if changed so if there is a cancellation or postponement on the part of The Client, then The Client is responsible for reimbursement of the non-refundable part of these fares.

Mileage will be charged at 50p per mile for the round-trip journey.

**Overnight Accommodation:**

Where Steven is required to speak at an event which means that he will be delivering his session either before 11:00 a.m. or after 5:00 p.m. he will require overnight accommodation.

It is SBL's preference that the arrangements for this shall be made available by The Client, and billed to The Client at their business address.

A non-smoking room is preferred.

In the event that this is not possible, Steven will arrange for his own accommodation which will include Dinner, Bed, Breakfast and refreshments and will be limited to £175.00 per night for UK based stays.

**Cancellation/Postponement:**

Once a date is set aside and a presentation confirmed, we often incur commitments of time and resources on your behalf, well in advance of the event date. Because a cancellation/postponement initiated by the Client causes losses, either through direct resource expenditure or because of turning down other business for this date, we have found it necessary to include the following cancellation clause, effective in all cases other than acts of God (e.g. major disasters):

100% of fee if cancelled in less than 30 days before;

50% of fee if cancelled in 31 to 60 days before;

25% of fee if cancelled in 61 to 90 days before.

If cancellation/postponement is unavoidable, please verify the cancellation by telephone, followed by an email within five days. If we can sell the time, we will, of course, refund your fee, minus any out-of-pocket expenses we have incurred on your behalf.

**Audio & Video Recording:**

We do not allow audio and video taping of our sessions, as they form part of our intellectual property and materials are copyright. We do of course encourage note taking and can make portions of the session available post the event.

**Authorisation to Proceed:**

This is not a signed agreement. By filling in the relevant details, scanning and returning the document (without further modification) as an email attachment to Successful Because Limited the Client is accepting these terms in full.