

johngirtonspeaks.com

Letter of Agreement

Dear Meeting Planner,

This letter will serve as confirmation of and as a Letter of Agreement. John E. Girton, Jr. will speak for your company/organization according to the following details:

Date: ___/___/___

Event Location (Address, City, State, Zip Code: _____

Speaker Topic Requested: _____

Event Title: _____

Presentation Starting Time(s): _____

Break Time(s): _____

Presentation Ending Time: _____

Audience Size: _____

Items checked below are to be provided by your company or organization:

- Honorarium fee
- Airfare (coach)
- Gratuities/tips
- Ground transportation to/from airport
- Hotel fees
- Evening meal prior to presentation
- Breakfast prior to presentation
- Lunch after presentation
- Cordless lavalier microphone
- Back up cordless hand held microphone
- Projector screen (10' of the largest the room can hold)

Please select method of payment:

A check postdated in the amount of \$ _____

A deposit check for \$ _____ is enclosed. The balance of \$ _____ is due on the date of service or for an additional \$100, may be paid within 30 days.

If there is anything in this Letter of Agreement about which you have any questions or would like additional information, please feel free to give us a call at johngirtonspeaks.com, (615) 578-8000 or email us at forpower@mac.com. If everything is satisfactory, please sign one copy of the Letter of Agreement and return it to us at:

johngirtonspeaks.com
c/o John E. Girton, Jr.
7505 Staffordshire Drive, Nashville, TN 37221

Sincerely,

John E. Girton, Jr., Owner
johngirtonspeaks.com

johngirtonspeaks.com

Attachments

Note 1 - Holding Dates

Because of the numerous inquiries we have and our desire to give each request an immediate answer, we do not hold dates. If the Letter of Agreement is not returned with our required deposit within two (2) weeks, the requested date will be considered open.

Note 2 - Cancellation

If your company or organization cancels this agreement and the date is not resold, the following schedule of percent of the fee will be in effect from the time written notification is received at johngirtonspeaks.com offices in Nashville, Tennessee. Percentage of initial deposited fee due if engagement is canceled:

90 days or less prior to engagement	- 100%
91-120 days prior to engagement	- 75%
121 - 180 days prior to engagement	- 50%
181 - 360 days prior to engagement	- 25%

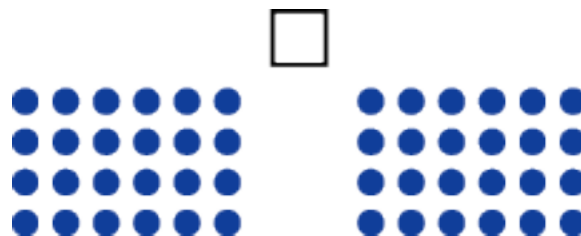
John Girton has never canceled an engagement or failed to appear for an engagement. If this should occur, you will receive a full refund for the amount of your deposit submitted with the signed letter of agreement within 60 days.

Note 3 - Recording

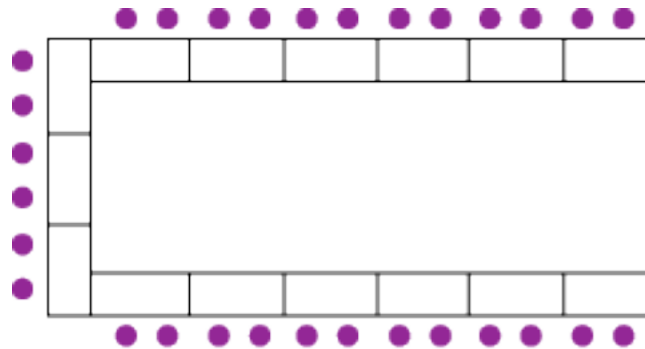
The fee quoted is based on the fact that there will be NO audio or visual recordings (A/V tape, A/V recording, film) made of the presentation unless arranged by johngirtonspeaks.com. Permission for audio and/or visual recordings, for noncommercial use, must be made in advance through johngirtonspeaks.com. A fee starting at \$1,000 for audio and \$5,000 for video will be added to the fee quote listed in the Letter of Agreement. An announcement will be made during the introduction reminding the audience that no recording is permitted.

Note 4 - Room Set Up for Best Audience Response

The best set up for John Girton is Auditorium style with a center isle or U-shaped with the podium set up at the open end.



Auditorium Style



U-shaped Style

Note 5 - Tips to Avoid Problems

Research indicates that 90% of how well a speaker does with an audience is determined before that speaker ever gets up in front of his or her audience. The time to avoid problems is before they happen. John Girton wishes to give the best presentation possible for your company or organization. In doing so, it is our understanding that the following will take place:

- A. A good introduction will be given, read or memorized as written and provided by John Girton. Any changes or deviations from the written introduction must be made in writing and agreed upon before the presentation.
- B. A comfortable room temperature with someone assigned to make sure the room does not get too hot nor too cold.
- C. A noise -free environment and visually acceptable room; i.e. no sounds coming through the wall from another meeting or kitchen. Preferably a room without pillars.
- D. A proper platform setup, such as the stage long enough to provide the proper focal length for a computer project. For specific presentations the stage should include a 3 tier skirted cart for John Girton's Macintosh computer, speakers and projector.
- E. The screen will be the largest the room will hold. A screen on a tripod is usually not satisfactory unless the audience is very small and the ceiling is very low.
- F. Lighting is very important! The room lights should be all the way up. John Girton should be in as much light as possible. Lighting over the screen should be disconnected so the screen area is in the dark for optimal viewing.

Note 6 - Hotel Bill

Hotel bill will include all charges (for John Girton) including food, (no alcohol or min-bar charges) lodging, local telephone calls, 800/877 numbers, etc. but not long distance calls, for one night.

If the presentation lasts after 12:00 p.m., late check-out will be arranged for 4:00 p.m. If the presentation lasts until 2:00 p.m. a check-out will be arranged for 6:00 p.m. If the presentation lasts until 3:30 p.m., two nights hotel bill will be charged to your master account.

Name of Hotel: _____

Address of Hotel: _____

Confirmation #: _____

Hotel Phone: _____

John Girton needs a room for _____ nights and _____ days.

Arrival date ____/____/____ Departure date ____/____/____

Please arrange for a queen or king size bed and a quiet, **nonsmoking** room.

Note 7 - Transportation

The company or organization will be responsible for making all flight reservations. Efforts will be made to utilize the very lowest rates and upgrade features whenever possible. It is preferred that the client transport John Girton to and from the airport to the hotel as well as to the speaking engagement venue. If this is not possible, please inform us at johngirtonspeaks.com and we will make arrangements for car rental services. Please specify whether this service will be needed so that arrangements may be made prior to John Girton’s flight.

Nearest airport: _____

Number of miles from airport to hotel: _____

Number of miles from hotel to venue: _____

Number of miles from airport to venue: _____

Car Rental Needed: YES NO

Please attach directions to the hotel and venue

Note 8 - Merchandising Material

johngirtonspeaks.com has developed a series of related compact discs (CDs), DVDs and other materials that will assist attendees in their personal growth and professional

development. For local presentations, we will bring the materials with us on the date of the engagement. For out-of-state presentations, we may ship the materials.

Check one:

- Bring the materials with us.
- Ship the material. If so, complete the following:

Name: _____

Address: _____

Business phone: (_____) _____

Home phone: (_____) _____

We would prefer that the shipping recipient be the same person responsible for ensuring that tapes and materials arrive at the engagement site, that the appropriate number of tables/chairs are set up and that any unsold products be shipped back to johngirtonspeaks.com C.O.D. In addition, we request that he or she (designee) assist the speaker in the sales of related merchandise and materials.

Note 9 - Promotional Material

Please send johngirtonspeaks.com a copy of all promotional material going out to your attendees (as well as material on your group/company/organization/association) so that John Girton can be more aware of the event and those to whom he is speaking.