



Ray Hilbert Speaker Scheduling Agreement

Speaking Date: TBD

Date of Agreement: TBD

Thank you for your interest in scheduling Ray Hilbert for your upcoming event.

This Agreement, and subsequent Event Detail Information Sheet are designed to help us work together to maximize the success of the event, and to insure that details and expectations have been clearly communicated.

Host Church / Business/ Organization:

Event Contact information:

Name _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____ Cell Phone _____

Email _____ Fax _____

Event / Host Church/ Business/ Organization Website: _____

This agreement is valid for 30 days after the issue date above. Agreements returned after 30 days will be subject to fee changes and to speaker and scheduling availability.

Scheduling/Speaking fee: Range from Free Will Offering to \$5,000 per event.
A non refundable- \$xxxx deposit due upon return of this agreement form to Legacy Coaching, LLC.

Date:

Location: TBD

City: TBD

[Type text]

Books/materials:

□ **Materials: \$40 per person**

Each attendee will receive the following at the seminar/workshop:

- 1 copy of The Janitor book
- 1 copy of The 6 Keys To Personal, Professional, & Spiritual Success Study Guide (150 pages)
- 1 copy of The Janitor Discussion Guide workbook

□ **Option:**

Additional \$20 each- Seminar attendees will receive 1 copy of The Janitor Seminar on DVD- for small group studies and follow up from the live seminar presentation.

Product Sales:

1. LEGACY COACHING, LLC has the privilege, but not the obligation, to sell resources at the seminar. Receipts from these sales belong to LEGACY COACHING, LLC.

If product sales occur, HOST Church/ Business/ Organization will:

- Provide at least two volunteers, age 18 or older, to facilitate table product resource sales. These volunteers must be at the table one hour before the event to receive instructions for book and/or product sales.
- Revenues from product/book sales paid to Legacy Coaching, LLC immediately upon completion of speaking event.

2. Be responsible for the following financial items:

- A non-refundable scheduling deposit fee of \$1000.00 to Legacy Coaching, LLC. The scheduling deposit fee is due with this agreement for the event to be officially scheduled. Host Church/ Business/ Organization can pay by check, cashier's check, or money order. Make payable and mail to Legacy Coaching, LLC, (13437 Water Crest Drive, Fishers, IN 46038).
- All balances for speaking fees must be paid immediately upon completion of the speaking event.
- Speaker Expenses (paid by HOST Church/ Business/ Organization upon receipt of invoice)

Transportation: Round-trip coach airfare or \$.48 per mile for driving.

Transportation to and from the airport (including a rental car, if necessary).

\$50 per diem for meals.

[Type text]

In Addition:

2. If HOST Organization makes an audio and/or video recording, it will send a copy to Legacy Coaching, LLC. HOST Church/ Business/ Organization does not have permission to broadcast, distribute or sell recordings of the presentation in any form without written permission from Legacy Coaching, LLC and the facilitator.
3. LEGACY COACHING, LLC has the privilege to distribute and collect evaluation sheets from the participants in attendance for the purposes of event evaluation and fulfilling requests for additional materials.
4. LEGACY COACHING, LLC has the privilege to place the HOST Church/ Business/ Organization and event name and phone number on its web site with other upcoming events.
5. HOST Church/ Business/ Organization cannot assign this agreement or any of its provisions to another party. This agreement does not, in any way, constitute a partnership or joint venture. Those executing this agreement on behalf of HOST Church/ Business/ Organization and LEGACY COACHING, LLC must have the authority to do so.
6. Obligations of this agreement upon HOST Church/ Business / Organization and LEGACY COACHING, LLC are subject to detention or prevention by accidents, sickness, transportation delays, or any other causes beyond their control.
7. HOST Church/ Business/ Organization understands that if it cancels the event, it forfeits the non-refundable deposit. HOST Church/ Business/ Organization can transfer the scheduling fee if it postpones the event, but set a new event date that is within 180 days of the originally scheduled date and pay for any expenses incurred (i.e. printed promotional materials).
8. This document represents the sole agreement between HOST Church/ Business/ Organization and LEGACY COACHING, LLC. Verbal commitments made before and after this agreement has been signed must be added as an addendum. Both parties must initial any changes in this agreement. Changes after this agreement and is completed must be in writing and signed by both parties.

Authorized Representative of HOST Organization

Legacy Coaching, LLC
Representative

*Non – refundable \$1000 seminar scheduling deposit fee paid by:

HOST Church/ Business/ Organization-

Make check payable to:

Legacy Coaching, LLC

13437 Water Crest Drive

Fishers, IN 46038

www.legacycoaching.com