

# Event Agreement

This agreement is between Good Spirited Company, llc., (Consultant) and \_\_\_\_\_ (Client/Company), \_\_\_\_\_ (Address).

Company wishes to retain the services of Caryn Colgan to deliver a workshop, keynote, presentation or class (Event) as follows:

**Date:** \_\_\_\_\_ **Program Times:** \_\_\_\_\_

**Program Location:** \_\_\_\_\_

**Program Title:** \_\_\_\_\_

**Number of Participants:** \_\_\_\_\_

Consultant and Caryn Colgan agree to present to the best of our ability the information and material contained in the program described above. We also agree to coordinate the details of this program with the Client in order to achieve the outcomes that the Client has stated. The Client agrees to duplicate the learning materials provided by the consultant, and to provide the room setup and audiovisual equipment described in the enclosed Program Logistics Sheet.

In exchange for the products and services provided, the Client agrees to compensate Consultant as follows:

**Professional Fee:** \$1,200

**Travel:** All reasonable and customary travel expenses including coach airfare, ground transportation, lodging, meals, and related out-of-pocket expenses. A complete travel expense report will be submitted with our invoice.

**Deposit:** In order to confirm this agreement, Client agrees to pay a deposit of 50% of the professional fee at the time this agreement is signed.

**Balance:** Client agrees to pay the balance of 50 % on the date of the Event. Client agrees to pay all travel expenses and materials fees within ten business days of receipt of our invoice.

In the event the client makes any change in the program date as shown above, the deposit will be retained by Consultant. and applied to any future Events or consulting assignment for a period of one year from the date the Consultant was notified in writing of the change. In addition, if the change is made within 30 days of the program date, Client shall be responsible for reimbursing all costs incurred by the consultant related to the presentation.

*The client agrees not to audio or video tape the presentation without prior written agreement.*

This constitutes the entire agreement between the parties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Caryn Colgan  
\_\_\_\_\_  
Print Name

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

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

# Program Logistics Sheet

The items checked below will need to be completed, installed or otherwise provided at least one hour prior to event begins:

## For Presentations

- Extension cord and power strip for at least two plugs
- 6' table for projector and computer
- Projection screen visible to all participants
- Tables for participants
- Chairs for participants
- Copies of worksheets for all participants
- Copies of workbooks for all participants
- Speaker system for large audiences (Caryn will bring her own wireless microphone)
- AV professional to ensure proper set-up if microphone is required
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

## For Art Events

- Easels
- Paints
- Brushes
- Drop Cloths
- Stools
- Tables
- Table cloths
- Water
- Water cups
- Aprons
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_