

Agreement for Engaging the Expertise of June Cline
Please complete, sign and return agreement.

Client _____ Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ e-mail _____

Conference Theme _____ Purpose of meeting _____

June's Topic _____ Desired outcome _____

Challenges and/or issues participants are currently facing _____

Presentation Date _____ Presentation Time _____ Length _____ Time zone: _____

Number of Attendees _____ Male to Female Mix _____ Age Range of Attendees _____

Appropriate attire for this event: Casual Business After Dinner

Location of Presentation _____ Room _____

Address _____ City _____ State _____

Hotel phone and address if different than event site _____

Hotel accommodations will be made and confirmed by _____

Room monitor to assist June with handouts will be _____

Recommended airport _____ Transportation from airport _____

June will provide the introduction script to be read as is by _____

Phone _____

AV needs: June will need a large overhead screen and LCD projector , a wireless lapel mic and a small table for her books and CD's. Video/audio recording is requested with ownership of material retained by June Cline.

Inclusive Speaking Fee _____ . No other travel expenses are due from client. Room and Board, equipment and handout charges to be paid by organization.

**A 50% deposit is required to book the date with
the remainder due two weeks before the event.**

**A copy of the agenda is requested to be emailed to June before the event.
After the program, please send an event program and a letter of recommendation on company letterhead.**

A cancelled event by the Client for any reason other than Acts of God or Acts of Terrorism will result in forfeit of the 50% deposit to book the date, plus the total of any non-refundable airfare or material costs. Client reserves the right to reschedule within 6 months to avoid the penalty.

June looks forward to helping you create a fun and memorable event!

Acceptance: Speaker _____ Client _____

Date _____ Date _____