

Speaker Agreement

Date

Contact Name, Contact Title

Organization Name

Address Line 1

Address Line 2

Phone: enter

Fax: enter

PLEASE PRINT OUT AND FAX AGREEMENT TO HEAD OFFICE 702 966-8048 OR CONTACT DR. BROWN'S ASSISTANT MARISOL WITH ANY QUESTIONS OR CONCERNS TOLL FREE 866 636-1518.

This is a letter of agreement to confirm the upcoming speaker presentation with Dr. Scott Brown, Ph.D. a.k.a. "The Wallet Doctor" for [Organization Name] in [Location, City, State], on [day, month, year].

TERMS AND CONDITIONS

1. Program Fees and Expenses

Program Fee: \$10,000 US Funds [put in amount and denomination]

Please make check payable to The Delano Max Wealth Institute, LLC.

Mail to: 916 Alameda, Villa Granada, San Juan, PR 00923

2. Travel Expenses & Accommodations

Full coach airfare and separate single hotel accommodations for the speaker and assistant will be billed directly to client.

Any additional customary travel related expenses will be invoiced after the program has been completed and are due immediately upon receipt.

Airfare: A changeable roundtrip ticket from [airport, city] to [airport, city] to accommodate flexibility in the speakers speaking schedule is required. Client has agreed to book on [speaker name] behalf and will therefore not be billed for airfare. If a changeable ticket is not possible, the client will be invoiced the change penalty if a change occurs.

Airport pick-up: Will be arranged with Dr. Brown's assistant 1 week in advance of event.

Hotel: [date] and [date] 2 nights accommodation at the event location of [Hotel name] will be covered and arranged by client.

3. Deposits & Cancellation Policy

50% of the speaking fee is due upon signing this agreement and the remaining 50% of the speaking fee is due in full the evening of event. In the event of program cancellation, Dr. Brown will re-book program on a mutually convenient date with no penalty. If program is canceled by client and not rescheduled, deposit will be considered full and complete settlement.

4. The Event

Event Title: [name of event]: Annual Event

Company Organizer: [Name of Organization]

Speaker Contact: [name, title, phone and email of event contact person]

Event Hours: 1 day event, 9:00am– 4:15pm [*sample - time of whole event*]

Location: [Hotel address]

Attendees: Women aged 30 - 50, expecting 300 attendees, max room will hold. [Sample]

Attendee Condition: A minimum of 225 attendees is required or a fee of \$3000 will be paid to The Delano Max Wealth Institute, LLC. in place of expected product orders.

5. The Keynote

Speaker: Dr. Scott Brown, a.k.a. The Wallet Doctor, Featured Speaker

Keynote Title: [see “topics” page in the Wallet Doctor Speaking Kit]

Keynote Length: 2 hours [sample]

Date/ Time: Saturday March 06th, 1:45pm – 3:45pm

Lunch break prior to The Wallet Doctor Keynote [sample]

Special Terms: A 15-20 minute break is required immediately following The Wallet Doctor Keynote prior to closing address.

No eating or drinking anything but water during [speakers] address.

In order to further the impact of [speakers] address, we ask that any announcements that are not upbeat and exciting be presented at a time other than just before The Wallet Doctor keynote or just before the 15-minute break following his keynote.

Introduction: An introduction will be sent to [event contact person] for the announcer to use.

Music: Upbeat music will be played before Dr. Brown takes the stage and during the 15-minute break following Dr. Brown’s presentation.

Handouts: Handouts will be delivered to audience in a speedy efficient manner by volunteers, with Dr. Brown’s direction during her presentation. Please inform Dr. Brown’s assistant with the number of rows and chairs in each row at least 10 days prior to event. 1 volunteer per row is required for handouts and will need to be ready at the back of the room.

6. Stage Set-up

Event Set up: Theatre Style Audience Seating

Speaker Area: Stage will have a small table to one side to hold water for the speaker as well as speaker display products. A speaker stand to hold speaker notes, center stage area.

Technical Requirements: Cordless lapel microphone, power point projector with PC and remote control, VCR that projects to the big screen and a stand-alone CD player. [Anything else Dr. Brown needs will be added here.]

7. Promotion & Publicity

Promotion: Advertising and public relations of this event is the sole responsibility of [event]. Dr. Brown grants [your organization] the use of his/her name, likeness, picture and biographical information to promote or publicize Speaker’s presentation or to authorize others to do the same. Publicity materials: Electronic Photograph of [speaker], biographical information, presentation description including bullet points will be delivered to [event contact] for promotional usage.

8. Product Sales & Promotion

Product Sales: A special product promotion will be offered to the attendees by Dr. Brown, immediately following his/her presentation and prior to the 15- minute break. All proceeds of product sales will go directly to the Delano Max Wealth Institute, LLC.

Sales Area: An area will be reserved to display, promote and sell [speakers] merchandise. At least 1 skirted table, 3 chairs, 1 garbage can, 2 baskets, pens, 3 staplers, and 4

volunteers required. Volunteers needed from 1:20pm – 1:40pm for brief training and from 3:30pm to 4:00pm for sales. The Delano Max Wealth Institute, LLC will bring an assistant to train the volunteers and manage the registration area to ensure a smooth event. The Delano Max Wealth Institute, LLC may provide volunteers if necessary.

Signage: Please hang The Wallet Doctor banner above the back table at time of room set-up.

Banner will be dropped off or shipped prior to the event.

I, _____, have read and agree to the above terms and conditions.

Signature _____ Date _____

Representing Company _____.

[YOUR COMPANY NAME]

Approved by: _____ . [assistant or speaker]