



RYAN L. JONES & ASSOCIATES, INC.
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SPEAKING / TRAINING ENGAGEMENT AGREEMENT

Please Print Clearly and Fill Out Completely

CLIENT INFORMATION

| | |
|-------------------------|----------------|
| Organization: _____ | Website: _____ |
| Contact Person: _____ | Title: _____ |
| Contact E-Mail: _____ | Phone: _____ |
| Physical Address: _____ | Mobile: _____ |
| City, State, Zip: _____ | Fax: _____ |
| Billing Contact: _____ | Title: _____ |
| Billing Address: _____ | Phone: _____ |
| City, State, Zip: _____ | Fax: _____ |

EVENT INFORMATION

Name of the Event: _____

Address of the Event: _____

Date of the Event: _____ Time of the Event: _____

TERMS AND PROVISIONS

This agreement between Ryan L. Jones, Ryan L. Jones & Associates, Inc. (Speaker) and Organization above (Client) is for professional training/speaking services to be rendered on the dates and times shown above and includes the following Terms and Provisions:

The agreed-upon honorarium of \$ _____ .00 payable to Ryan L. Jones & Associates, Inc. is payable on-site the day of the engagement.

PROFESSIONAL FEE

Keynote, Retreats, Banquets, Award Programs, School Assembly, Youth Leadership Conference, Student Council Retreat, Baccalaureate, or Graduation (up to 30 minutes) \$500.00 (If the event is free and is for a non-profit organization, the honorarium is \$250.00)

Half Day (up to 3 Hours): \$1,500.00 (includes most expenses – see below), plus airfare or mileage.
 Full Day (up to 6 Hours) \$2,500.00-\$5,000.00 (includes most expenses – see below), plus airfare or mileage.
 Successive Half / Full Day: \$7,500.00-\$10,000.00 (must be subsequent and consecutive training day following a Half or Full day)

Non-Active Days: \$500.00, plus hotel (non-active days are non-booked “dead” days between 2 or more paid speaking/training days).

The Professional Fee above includes one night of hotel accommodations up to \$150.00 per training day, all meals, and all transportation costs (except airfare).

AIRFARE: Organization shall book air travel for Speaker from Atlanta Hartsfield-Jackson International Airport. Air travel shall be on Delta Airlines (SkyMiles # 2030781146) and non-stop unless such travel option does not exist, in which case arrangements shall include the fewest number of transfers.

MILEAGE: \$0.055 per mile (or the current IRS Standard Rate) roundtrip if Speaker drives to the event location.

HOTEL: The Professional Fee above includes one night of hotel accommodations (Hilton or Marriott is the preferred hotel) up to \$150.00 per training day. (*Speaker requires a non-smoking hotel room with one king or two queen beds*). In certain high cost areas, hotel rates will exceed this limit. In such case, Client agrees to pay Speaker’s invoice for the difference, unless other arrangements are made. Client also agrees to cover the cost of any additional night’s stay due to program timings, inclement weather that delays a meeting, non-active days or any non-Speaker related reason.

PAYMENT TERMS

PROFESSIONAL FEE: Upon signed acceptance of this agreement, Client will be invoiced for 50% of Professional Fee, which is due upon receipt as a retainer. The balance will be *due and payable on the final day of the engagement*. This arrangement allows the Speaker to lock and hold the date, as well as to begin work on Client’s program. Event date(s) will be held for seven (7) days after the invoice is sent, and then guaranteed when Speaker receives the retainer. A confirmation letter/e-mail will be sent. Please make checks payable to Ryan L. Jones & Associates, Inc.

EXPENSES: Any outstanding expenses will be invoiced upon the conclusion of the program. Payment is due within 10 days of invoice.

CANCELLATION/POSTPONEMENT

Once a date is locked, Speaker incurs commitments of time and resources on Clint’s behalf, well in advance of the program date. Because a cancellation or postponement causes losses, either through time and resource expenditure or because of turning down other engagements for this date, Speaker has found it necessary to include the following cancellation fees:

If the Client cancels event, then the following cancellation fees are due and payable immediately:

| | |
|-----------------------------|--------------------------|
| 0 - 90 days prior to event: | 100% of Professional Fee |
| 91 - 120 days prior: | 75% of Professional Fee |
| 121 - 180 days prior: | 50% of Professional Fee |
| 181 - 360 days prior: | 25% of Professional Fee |

POSTPONMENT: If the event is postponed as rescheduled to occur within 30 days of the original event, then 75% of the Professional Fee will be applied to the new date, subject to Speaker availability. If the event is rescheduled to occur 30 days to one year after the original date, then 25% of the Professional Fee will be applied to the new date, subject to Speaker availability. After one year, 0% will be applied. Client agrees to reimburse Speaker for any cost resulting from changes to travel plans due to the postponement.

MAJOR DISASTERS: In the event of a major or act of nature that prevents Client from holding event, or prevent Speaker from arriving (e.g., airport is closed), 50% of Professional Fee will be applied to new date without time period restriction.

Failing to appear is a “cardinal sin” for a speaker. Therefore, Ryan L. Jones has never cancelled and engagement, been late or failed to appear for an engagement. In this unlikely event, Client will receive a full refund of any fees submitted.

PRESENTATION FORMAT

Presentation will be an appropriate mix of education, empowerment and entertainment with exercises and/or role-playing activities unless otherwise advised by Client.

HANDOUTS/WORKBOOKS

Speaker will customize handouts/workbooks as required and e-mail a master to Client in Adobe PDF format at least 15 days prior to the event.

AUDIO/VISUAL RECORDING

Speaker encourages professional audio and/or video recording of his presentations with advance notice. Speaker consents to audio/visual recording provided that 1) it be done by a professional technician, 2) Speaker receives the master within 30 days of presentation, and 3) recording is used by Client’s internal staff only and may not be sold or distributed otherwise. Any other type of non-professional audio/video recording is prohibited without written permission of speaker. Speaker reserves the right to record the presentation.

INTELLECTUAL PROPERTY

All information presented (including any workbooks/handouts) is the intellectual property of Ryan L. Jones and copyrighted by Ryan L. Jones & Associates, Inc. unless otherwise noted by Speaker. All information presented is intended for one-time use by Client unless otherwise agreed and is not to be copied or distributed other than for the purposes of the program.

BOOK OPTIONS

Speaker extends to Client the option to purchase a copy of “Set Your Mind On Things Above” and/or “Words Of Wisdom: To Live, Love, Learn & Lead Your Life” and/or “The A Game” at a reduced rate. Speaker will be available to sign individual copies on the day of event, and a gift copy will be sent for Client’s review a few days after receipt of this signed agreement.

PROFESSIONAL GROWTH RESOURCES

Speaker may choose in some cases to make certain professional growth material available for purchase at event. Speaker limits any mention of resources to two minutes or less.

COACHING/CONSULTING

Speaker is available for additional individual or group coaching, as well as general consulting before, during and after the event, either in person or by telephone. Additional Professional Fees may apply.

EQUIPMENT/ROOM SETUP

Ryan asks for a lapel wireless microphone, a wireless handheld (for backup) and 2 bottles of water. Room set up is at the discretion of the Client.

AGREED AND ACCEPTED BY:

Authorized Signature

Date

Print Name

Title