

CONTRACT FOR SPEAKING ENGAGEMENTS

To book a speaking engagement with LISTEN UP LLC, first review the services and fees and then complete the required booking information below. Please email, fax or mail this form to schedule your event. If you have questions, please call 216.210.5420 or email Donald Wayne McLeod at DonaldWayneMcLeod@LISTENUP.biz.

Fees

1-hour lecture \$1,000.00 / 2-hour lecture \$1,500.00 / 3-hour lecture \$2,250.00

4-hour seminar \$3,000.00 - \$3,500.00*

8-hour seminar \$5,000.00 - \$5,500.00*

Fee Note The fee shown above is our standard fee for a one, two, four and eight-hour presentation. Please note the fee may vary based upon the length of presentation, location of event and other factors such as number of attendees due to cost of takeaways. Travel, accommodations and incidental expenses are typically additional costs above the speaker's fee.

*Speaking engagements that require greater than a 2 hour drive from 44024 will be charged the higher rate.

Travel Expenses & Accommodations Transportation, return business class airfare and accommodations are required for each member of the presentation team. A per diem of \$100 per day/speaker will be required for programs over 3 hours.

Deposit & Cancellation Policy A deposit of 50% of the agreed fee is required upon confirmation of the booking. The remaining 50% of the agreed fee will be required when the speaker arrives at the event. In the event of program cancellation with one week notice, LISTENUP LLC will re-book the program on a mutually convenient date with no penalty if the program is rescheduled within the calendar year.

If the program is cancelled and not rescheduled, the initial deposit will be considered full and complete payment. If the speaker attends the event and does not speak due to event schedule conflicts then full payment will still be required.

Style Guidelines for Publicity We appreciate and support the promotion of your event and will be happy to provide additional materials for that purpose including bios, links, LISTEN UP logo files, etc. When promoting your event please confirm that all references to **LISTEN UP LLC** be typed in all Capital letters and website address reference reads www.LISTENUP.biz. Speaker's names are to read as follows **Donald Wayne McLeod** and **Teresa Dawn Simons**.

Email or mail this form to:

LISTEN UP LLC

% Donald Wayne McLeod

PO Box 1011

Chardon, Ohio 44024

Phone: 216.210.5420

DonaldWayneMcLeod@LISTENUP.biz

MOST REQUESTED TOPICS

- 101 LISTEN UP Basics
- 102 Building Relationships from the Ground Up
- 103 Becoming Truly Interested in Others Will Benefit You
- 104 Listening as a Skill
- 105 The Art of Selling Yourself
- 106 Presenting Yourself as a Professional
- 107 Understanding Your Power to Influence Others
- 108 Understand We Do Not Understand Each Other
- 109 How Your World Reacts to You is a Direct Reflection of How You Are Reacting to Your World
- 110 The Art of a Successful Business Lunch/Dinner
- 111 Turn Your Employees into Ambassadors
- 112 “How You Are Perceived is Your Reality!”
- 113 Building Customer Loyalty
- 114 Wake up and Smell the Coffee (Attitude Adjustment)
- 115 Stop Crashing and Burning (One on One Session)
- 201 The Relevance of Social Media
- 202 Building Relationships Through Social Media
- 203 Get Found on Google
- 204 Blogging for Business
- 205 LinkedIn Basics
- 206 LinkedIn Beyond the Basics
- 207 SEO for LinkedIn – Mastering LinkedIn Search
- 208 Why Twitter?
- 209 Tweeting = Relationship Building
- 210 News and Sharing Through Social
- 211 YouTube as a Marketing Tool
- 212 Facebook for Business

Visit <http://www.listenup.biz/classoverview> for a course overview.

CLIENT INFORMATION		PRESENTER INFORMATION	
Name		Name	LISTEN UP LLC
Address		Address	PO Box 1011
City, State Zip		City, State Zip	Chardon, OH 44024
Contact Name		Contact Name	Donald Wayne McLeod
Contact Email		Contact Email	DonaldWayneMcLeod@LISTENUP.biz

PROGRAM INFORMATION					
Topic					
Dates of Events					
Presentation Start Time		Presentation End Time		Breaks	
Event Venue					
On-Site Contact				On-Site Contact Phone	

FEES, TERMS AND CONDITIONS	
Program Fee: \$	total (see page 1)
A deposit in the amount of 50% of total fee is required to hold the date(s).	
The balance of the speaker fee, \$, is due at the conclusion of the presentation.	

DEPOSIT & CANCELLATION POLICY

A deposit of 50% of the agreed fee is required upon confirmation of the booking. The remaining 50% of the agreed fee will be required upon completion of each day's presentation. In the event of program cancellation with one week notice, LISTEN UP LLC will re-book the program on a mutually convenient date with no penalty if the program is rescheduled within the calendar year.

If the program is canceled and not rescheduled, the initial deposit will be considered full and complete payment. If the speaker attends the event and does not speak due to event schedule conflicts then full payment will still be required.

VIDEO/AUDIO TAPING

Videotaping and voice recording prohibited unless other arrangements have been made with LISTEN UP LLC

OTHER TERMS

Client agrees that LISTEN UP LLC may use the name and logo of the client organization as a user of their services in the normal marketing of the services for LISTEN UP LLC.

FOR MORE INFORMATION, GO TO www.LISTENUP.biz

SIGNATURES	
Contact Person:	Speaker:
Print Name:	Print Name:
Date:	Date: