



**Nu Epps | Esyntial Elements Consulting Inc.
Speaking Agreement & Contract**

Nu is honored to be a part of your program! We look forward to receiving your signed, scanned, and emailed agreement to booking@NuEpps.com. Please also send the original signed agreement with the 50% retainer deposit, payable to Esyntial Elements Consulting Inc, via US mail to: P.O. Box 664, Kennesaw, Georgia 30156, USA.

1. Contracting Organization:

2. Mailing address:

3. Telephone:

Fax :

4. E-Mail:

Web:

5. Contact Person:

Position:

6. Date & Day of Seminar

7. City & State of both speaking & hotel locations

a) Hotel/City/State where Speaker stays night before: _____

b) Hotel/City/State where Speaker presents program(s) _____

8. Honorarium \$ _____ US Dollars (Plus Expenses)

Esyntial Elements Consulting Inc's Federal Tax #: 45-5637028

9. Air, Hotel & Ground Transportation Arrangements

- ❖ **Airfare:** Nu Epps & Planner will work together on airline & Planner's booking deadlines and needs.
- ❖ **Hotel:** Nu Epps asks Planner to book a hotel room for night before event (guaranteed late arrival, non-smoking). If airline schedules preclude Nu leaving after the program, we ask 2nd night be booked and applied to the host's MasterAccount. We appreciate hotel room confirmations forwarded to us at booking@NuEpps.com
- ❖ **Ground:** Arrival & Departure logistics. We work closely with the Planner to co-ordinate air/ground details.

10. Expenses

Airfare: Nu is Atlanta based. Airfare is expensed out as round trip coach to/from Hartsfield/Jackson International Airport (ATL). When Nu has multiple bookings on a single trip, we pro-rate cost between events as fairly as we can. We appreciate airline cost being charged to Planner's Master Account when possible.

Hotel: Hotel/tax for the night before the event to be charged to Planner's Master Account when possible. When airline schedules preclude Nu leaving after the program, we ask 2nd night be booked and applied to Planner's Master Account. We appreciate hotel room confirmation forwarded to us at booking@NuEpps.com

Food: 1 meal upon arrival and 1 meal the day of program.

Speaker's personal expenses: Any personal charges to the room are paid by the speaker at checkout.

11. **Nu Epps Speaker Statement:** to be submitted to Meeting Planner on day of program along with the Nu's W9 form.

12. **Program Title(s) & Total Speaking Hours** to be mutually agreed upon by Planner & Speaker before Planner markets Program title(s) to members-ensures chosen material can be covered in the assigned speaking time.

13. **Course Workbook(s)** is (are) an integral part of all Esyntial Elements programs. Nu provides a workbook or handouts for all programs. We work closely with the Planner regarding posting the workbook/handouts on their website in advance as well as a hardcopy being available for attendees on site.

14. **Audio Recording:** Requests to record Nu are handled individually. Whenever possible, Nu is most happy to sign off to allow her programs to be recorded. Copyright restrictions, however, do prevent individuals recording in the audience. Nu is to receive a complimentary copy of any/all recordings made during the meeting. Nu Epps and Esyntial Elements Consulting Inc., retain the copyright to all recorded material.

15. **Copyright:** No part of Nu's written or oral material used for presentation purposes may be reproduced or transmitted in any form by any means electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of Nu Epps or Esyntial Elements Consulting Inc.

16. **Audio Visual Needs:** Currently, Nu requests only a wireless/lapel mic or wireless hand held microphone if a lapel mic is not available, a projector and screen.

17. Planner is invited to share the meeting's planned schedule below

Day 1

Day 2

Program START ▶ _____ Program START ▶ _____

AM Break ▶ _____ AM Break ▶ _____

Lunch ▶ _____ Lunch ▶ _____

PM Break ▶ _____ PM Break ▶ _____

Program END ▶ _____ Program END ▶ _____

Total Speaking Hours ▶ _____ Total Speaking Hours ▶ _____

Nu enjoys working with Meeting Planners to help 'mix and match' and customize her programs for their members. Nu can be reached through the Esyntial Elements Consulting Inccorporate office at 404-692-0540 or email at speaking@jdsg.com.

Organization: _____

Date : _____

Name: _____

Title: _____

Signed: _____

Date: _____

for Booking Organization