

# Letter of Agreement for Engaging Speaker Caterina Rando

Caterina Rando, DBA PowerDynamics Publishing

**ADDRESS:** 581-26<sup>th</sup> Ave, San Francisco Ca. 94121

**PHONE:** 415 668-4535 Fax: 415-750-1427

**EMAIL:** info@caterinaspeaks.com, Website: www.caterinaspeaks.com

**CLIENT:**

**CONTACT PERSON:**

**CONTACT ADDRESS:**

**PHONE:**

**EMAIL:**

**EVENT DATE:**

**EVENT TITLE:**

**EVENT LOCATION:**

**TIME OF CATERINA'S PROGRAM:**

\_\_\_\_\_ agrees to compensate Caterina Rando, MA, MCC (Speaker) a speaking fee of \$\_\_\_\_\_ for \_\_\_\_\_ presentation/s to be delivered on the above date or dates. This fee is exclusive of airfare, travel and hotel accommodations. Travel expenses are an additional cost, billed to the client.

If \_\_\_\_\_ cancels the program for any reason prior to 30 days before the scheduled date, the fee minus the deposit will be refunded. If the program is cancelled with less than 30 days notice no refund is provided.

Caterina grants \_\_\_\_\_ the right to videotape all or part of the speaker's presentation to use for educational or marketing use. This recording may not be sold. If \_\_\_\_\_ chooses to make such tapes, Caterina shall be provided with a video master of any taped presentations within ten days of the aforementioned event.

Caterina agrees that the sale of any learning tools will be done only in the designated area. \_\_\_\_\_ will provide two people to assist Caterina after her program with the handling of the product transactions, so that she is available to speak with the audience members.

Caterina will arrive the day before your event. In the case of an unforeseen emergency or travel delay that prevents her from attending, she will do everything possible to find a replacement speaker for your event.

Please call Caterina with any questions. She can be reached at 415 668-4535.

Agreed and Accepted by:

\_\_\_\_\_  
Client company/association

\_\_\_\_\_  
PowerDynamics Publishing

\_\_\_\_\_  
Signature of Client Representative

\_\_\_\_\_  
Caterina Rando

Date \_\_\_\_\_

Date \_\_\_\_\_

**Fax back to 415 750-1427**