



PROGRAM AGREEMENT

TODAY'S DATE: _____

Between: Susanna Dussling ~ Center Ring Presentations

And Client/Organization:

Program Date(s):

Program Topic(s) and Title(s):

Program time:

Estimated audience size:

Location/Venue:

Address/City/State:

Client Contact Name/ Phone Number/email:

Booking Terms and Conditions:

Program Fee:

Please make check payable to Susanna Dussling.

Deposit Due: 50 percent of our agreed fee, with this signed agreement.

Balance Due: The balance is due the date of the presentation.

Audio- Visual Requirements:

- A raised platform is preferred (Susanna is 5'1") and if possible make sure the stage or platform is as close to audience as possible.
- No podium please---I like to move around and interact with the audience.
- Sound System w wireless lavalier microphone and connection to computer for videos.
- LCD projector with the capacity to play audio and video and large screen.
- Table to display books
- I provide my presentation on USB drive

Making it Relevant

To ensure the relevance of the presentation, I will send you a brief questionnaire -to help me understand your goals, your audience and the culture of your organization.

Your Satisfaction is my Primary Focus

I am determined to assure you that my presentation will be satisfactory to you and your members. If agreeable to you, I request that you submit a testimonial letter on your letterhead, on my behalf, to be used by me in promotional materials.

Accepted by _____ Date _____

Client Signature _____ Date _____