



LETTER OF AGREEMENT

Please Complete and Send Back to Marquis Taylor:
marquistaylor@mechanicalmotivation.com

Date: _____

This agreement is between Marquis Taylor (hereinafter referred to as “speaker” or “contractor”) and _____ (hereinafter referred to as “contractee”). Contractee wishes to retain the services of Marquis Taylor to deliver one program for their members as follows:

Presentation Date: _____

Event Address: _____

Presentation duration: _____

Time of presentation: _____

Title of presentation: *The Power within Y.O.U.R.S.E.L.F.*

Number of attendees: _____

Marquis Taylor agrees to present to the best of his ability the information and material contained in the presentation described above. He also agrees to coordinate the details of this program with _____ (“contractee”) as needed. Contractee agrees to provide the room setup and audiovisual equipment described below.

AUDIOVISUAL

1. Please secure an excellent sound system, and, if possible, a lapel microphone*. If a lapel mic is not available, a hand-held cordless mic or one with at least 20 feet of cord will work. If cordless, please be sure that it has fresh batteries.
2. LCD Projector and screen for PowerPoint. Marquis Taylor can either bring a flash drive or his laptop. Please mark preference below:
 Bring Laptop Bring Flash Drive

Audio or video taping of the speaker’s program(s) is not permitted in any means whatsoever by contractee or any audience member, unless agreed upon after contractee makes the request to the speaker in writing and receives written authorization from the speaker.

ROOM LAYOUT

Marquis is flexible when it comes to room setup. It is important that all participants be able to see and hear him.

Because Marquis Taylor is presenting this program at no cost to the

_____ (contractee's association), contractee agrees to provide the following:

If program is satisfactory, contractee agrees to mail speaker a testimonial letter typed on group or association letterhead within 14 days after speaking engagement and will provide **two** referrals of other meeting planners who may be able to benefit from the program(s).

Leave a positive post on the mechanical motivation website regarding the presentation title.

Publish relevant articles by Marquis Taylor in _____ (contractee's association) newsletter or on website leading up to the event.

If you would like to set up an event, you can contact Marquis Taylor via email.

If there is anything in this Engagement Agreement about which you have any questions or would like additional information, please call Marquis Taylor at 330-765-9142 or email at marquistaylor@mechanicalmotivation.com. If everything is satisfactory, please sign the agreement and return it by email.

THE ABOVE INFORMATION IS AGREED TO AND ACCEPTED BY:

Contractor/Speaker (Marquis Taylor)

_____ (Signature)

_____ (Date)

Contractee (Company/Group/Association/Representative)

_____ (Type/Print Name)

_____ (Type/Print Title)

_____ (Signature)

_____ Date

On-site Cell number (for emergency contact): _____