

KUNMI OLULEYE SPEAKER/CONSULTANT'S QUESTIONNAIRE

Client:		
Complete Address:		
Main Contact:	Office Phone:	Cell Phone:
	Email:	Fax:
Secondary Contact:	Office Phone:	Cell Phone:
	Email:	Fax:

SCOPE OF WORK

Today's Date: _____ **Date Kunmi Needed:** _____

Serve in what capacity, please circle

- | | |
|--|----------------|
| (a) Keynote Speaker | \$250 per hour |
| (b) Motivational Speaker | \$225 per hour |
| (c) Facilitator | \$200 per hour |
| (d) Consultant - Conference and/or small group | \$150 per hour |

Audience:

Expected guests:

Objective of event:

Topic for engagement:

Hours of engagement:

Any other speakers? If yes, please give names and topics they'll be speaking on.

Print Name of Authorized Manager: _____

Signature of Authorized Manager: _____

Date contract initiated: _____

TERMS AND FEES

1. **FEES** - For presentations inside Georgia, Kunmi Oluleye's fees are outlined below plus travel/driving expenses. For presentations outside of Georgia, Kunmi Oluleye's fees as outlined below plus airfare, hotel, meals and ground transportation. All fees are based on a minimum 3-hour presentation plus 1 hour question and answer forum following the lecture.

(a) Keynote Speaker	\$250 per hour
(b) Motivational Speaker	\$225 per hour
(c) Facilitator	\$200 per hour
(d) Conference and/or small group lecturer	\$150 per hour

2. **DEPOSIT** - a deposit of 50% of the fee is due from Client at the time that the speaking engagement contract is finalized. The remaining 50% is due upon arrival at the engagement location, before contracted work begins.

3. **EXPENSES** - In addition to the fee, Client will reimburse Kunmi Oluleye for expenses in conjunction with the presentation, including air fare, hotel, taxi, car rental, meals and parking.

4. **TRAVEL ARRANGEMENTS** - Unless otherwise arranged, Client is responsible for all travel arrangements, including airfare, car rental, meals and hotel accommodations. Airfare, Hotel and Ground Transportation fees are paid by client directly to vendor providing the service or paid to Kunmi Oluleye one week prior to leaving Georgia. Meals are refundable upon Kunmi's submission of receipts.

5. **PRINTED MATERIAL** - we appreciate receiving any printed material on your organization prior to the engagement.

6. **CHANGES** - all changes to the contract must be made in writing.

7. **CANCELLATION** - all cancellation notices must be received in writing. If notice is received ninety (90) days prior to date of engagement, the entire deposit is returned to Client. Notice received less than 90 days prior to date of engagement will not be refunded. Kunmi Oluleye reserves the right to cancel any engagement at any time and will refund entire deposits paid.

I've elected to have Kunmi Oluleye's as our _____ at the rate of \$_____ for _____ hours, with a total fee of \$_____ and agree to all terms stated above.

Print Name: _____ Today's Date: _____

Signature: _____

