

CONSULTANT/CLIENT CONFIRMATION AGREEMENT

This letter will serve as confirmation and will outline all details including fees, transportation, and facility requests.

Once the event is concluded Berckemeyer Consulting Group will invoice you for fees and expenses.

Please make checks payable directly to Berckemeyer Consulting Group.

If you have any questions please contact Jack directly at:

ph: 614.563.9974 or jack@jackberckemeyer.com

Date of Event: _____

Title of Event: _____

Client Information:

School/Event/District: _____ Phone: _____

School/Event Contact: _____ Cell Phone: _____ Email: _____

School Billing Address: _____

****Billing Contact name & email address:** _____

Event Information:

Location of Event: _____ Phone: _____

Start Time: _____ End Time: _____

Topic(s) Consultant will cover: _____

Travel Information:

Nearest Airport to Event: _____

Suggested Hotel in the area:

Name: _____

Phone: _____

Address: _____

Travel time from event to airport: _____

Transportation to and from airport: (check the method you prefer)

- Rental Car Taxi/Shuttle Provided by schools representatives

Meeting Information:

Room set request: Jack needs a table for setup

A/V Needs: Cordless mic if over 100 people

Handouts/Materials: Go to **www.JackBerckemeyer.com** for all materials and handouts,
or email Jack directly at **jack@jackberckemeyer.com**.

About Jack's Products:

Jack is the author of *Managing the Madness—A Practical Guide to Middle Grades Classrooms* and *Taming of the Team*.

He is also the co-author of *Deliberate Optimism: Reclaiming the Joy in Education*.

If you would like to purchase books for your event please contact Jack directly at 614.563.9974 or **jack@jackberckemeyer.com**

Outline of Fees:

Speaking Fee: _____

Travel expenses (such as airfare, mileage, rental car, hotel, meals, etc..) will included as a separate line item in the invoice.

An expense report and receipts will be provided.

Cancellation Fees:

Due to the number of important events we coordinate, there are cancellation fees. If you need to cancel 30 or more days prior to the event 35% of the speaking fee will be assessed along with the reimbursement of any travel expenses made at that time.

If you cancel fewer than 29 days to the date of the event 75% of the speaking fee and all travel expenses will be assessed.

PLEASE NOTE: Any last-minute cancellations due to inclement weather will require the full reimbursement of travel expenses.

Please keep a copy for your records.

Please print, sign and return one copy.

School Representative

Date

Jack Berckemeyer, Consultant
Or Heather Roark for Berckemeyer Consulting

Date