

The LINCOLN PROJECTSM

BOOKING AGREEMENT

bringing
Lincoln
to life



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BOOKING AGREEMENT

This agreement is entered into by *The Lincoln ProjectSM* and:

Hiring Organization:

Contact Person:

Telephone:

E-mail:

Street Address:

City, State, Zip Code:

Additional Contact Information:

Date of Presentation:

Location of Presentation (name, address, phone and fax numbers):

Title of Presentation:

Presentation Length, Start and Finish Time:

Other Time Requirements:

AV Requirements:

Fee:

Special Terms or Circumstances:

Regular Terms:

Client is responsible for all professional services plus expenses including full coach airfare (if applicable), ground transportation, lodging, meals, shipping, and educational materials. Expenses will be billed as actually accrued and are due upon receipt of statement from *The Lincoln Project*. Chris Small will use his best efforts to keep travel expenses to a minimum.

A non-refundable 50% deposit of \$_____, payable to *The Lincoln Project*, is due by ____ (date)_____ to secure the engagement date. The balance of \$_____ shall be handed to the speaker on engagement day. If the client cancels 45 days or less (without immediately rescheduling) before the engagement, the entire fee will be due as complete settlement. Should the speaker miss the engagement due to illness or emergency and a suitable replacement cannot be found, client will be reimbursed in full.

For schools or organizations, attendance is understood to be by on-site students, legal guardians, members, or employees. Students, members, or employees of another school or organization may not attend the presentation unless negotiated prior to program in writing.

Client may audiotape or videotape the presentation for internal use only and not for resale or distribution except by specific arrangement with *The Lincoln Project*. A high quality master copy of any tape shall be given to *The Lincoln Project*.

Chris Small and *The Lincoln Project's* products, including books, CDs, and DVDs, may be made available for purchase, unless specified otherwise.

This contract shall be governed by the laws of the State of Tennessee and may not be changed without mutual consent. Client agrees to pay reasonable fees necessary to enforce terms of contract. In the event that Chris Small and *The Lincoln Project* cannot fulfill or fails to comply with the terms of this agreement, his/its liability is limited to a full fee reimbursement. Terms and conditions listed elsewhere may apply.

The signatures below indicate full compliance with the requests and promises above, and complete understanding of the services to be provided. Alternatively, the client's deposit indicates full acceptance, and will also signify approval.

Client Signature / Date

Client Printed Name / Position

Chris Small, President & CLE, *The Lincoln Project*SM / Date

