



# LETTER OF AGREEMENT with Nurturing Diversity Partners

a program of Jackson-Kaplan Consulting LLC

Reggie Jackson: [rjackson@nurturingdiversity.us](mailto:rjackson@nurturingdiversity.us) / Dr. Fran Kaplan: [dr.fran@nurturingdiversity.us](mailto:dr.fran@nurturingdiversity.us)

Phone: 414-445-7500

Thank you for inviting us to present at your event! We are delighted to be working with you. Please complete the information below and return it with your deposit, so we can begin customizing our presentation for your organization.

## HOST ORGANIZATION

Organization name:

Organization address:

Event leader's name:

Phone:

Email:

## PROGRAM REQUESTED

Presentation Title or Topic:

Presentation Day(s)/Date(s)/Time(s)

**Type of Program – Check one:** •Keynote  •Lecture/Q&A  •Panel  •Workshop/Class

•Dialogue Facilitation  •Other: Describe

Presenter(s): •Reggie Jackson

**AUDIENCE**  •Dr. Fran Kaplan  •Other(s):

Expected number of attendees

**Type of Audience – Check all that apply:** •Adults–General Public  •Other Adults: Specify

Students: •Elementary School  •Middle School  •High School  •College

Describe other characteristics of the audience helpful for us to know: Audience characteristics

Will this program be open to the public? •Yes  •No

Is this a ticketed event? •No  Yes, and there's a charge of •Yes, but it's free

May Nurturing Diversity Partners publicize this event? •Yes  •No

## PROGRAM VENUE/LOCATION, EQUIPMENT & SET-UP

Venue Name:

Venue Address:

### A/V & Wi-Fi Available – Check all that apply:

- Large screen  •LCD Projector with remote  •Windows computer
- Mac computer  •Cables to connect this computer to the projector
- Laser pointer  •Ability to play and project dvds and cds
- Ability to stream and project from the internet
- Loudspeakers connected to projector or computer
- Handheld mic w/cord  •Wireless lavalier mic  •Cordless mic
- Mic on stand for audience  •Handheld mic to pass in audience

### Room Set-Up – Check all possibilities that apply: • Theater-style rows •Theater-style chevron

- Round tables  with # of chairs •Long tables  with # of chairs
- Table(s) for speaker’s literature and handouts

## BOOKING TERMS & CONDITIONS:

### Speaker(s) Honorarium: USD

**Deposit Due:** Please submit 50% of the above fee, with this signed agreement, to hold your date.

**Balance Due:** The other 50% of the honorarium, plus the Per Diem, on the date of your event.

### Calculate: Travel Expenses and Per Diem Costs – (if required):

#### • Travel from Milwaukee, Wisconsin

o **By car:** (if beyond 10 miles) door to door, round trip @ Federal rate of \$.51/mile x    miles    =

o **By train or plane:** Coach in the USA, Business internationally. The organization agrees to make the arrangements, in consultation with the speaker, and buy the agreed-upon tickets, OR to reimburse the speaker immediately upon receipt of documentation of the tickets paid for by the speaker.

Amount to be reimbursed for train/plane travel    =

• **Per diem** for each day the speaker works, including travel days (beyond 90 miles), to cover meals and incidental expenses (like parking) at the Federal rate for your area: x    days    =

• **Hotel accommodation** should be arranged and paid for directly by the host organization.

**Postponement/Cancellation:** If your organization postpones or cancels the event, the following schedule will apply from the time written notification is received by us:

o Less than 30 days before: 100% of the fee will be charged.

- o Between 30 - 60 days before: 50% of the fee will be charged.
- o More than 60 days: no fee will be charged.

*Please note:* If the event is postponed by an act of God, monies are transferable to a rescheduled date. If, due to physical incapacitation or act of God, the speaker is unable to appear, you may choose to have another Nurturing Diversity presenter to conduct the session or have the originally scheduled speaker at future session with no cancellation fee. Nurturing Diversity Partners is not liable for expenses relating to this program in the event the speaker is unable to appear due to incapacitation or act of God.

**TOTAL DUE: Honorarium plus Per Diem and Travel Reimbursement (when relevant) = \$ 0.00**

Please make **checks payable to Nurturing Diversity Partners** and mail to the **address in Contact Details** below.

Agreed and signed:

For the Organization:

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For Nurturing Diversity Partners:

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## **CONTACT DETAILS**

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Milwaukee WI 53216  
USA

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## **MAKING IT RELEVANT**

To ensure the relevance of the presentation, please help us understand your goals, your audience and the culture of your organization. Every engagement includes pre-session phone call(s) with event leaders to get the insights necessary to meet your needs.