

## Scott Backovich Communications- Program Agreement

### 1. Contact Information

**Sponsor:**

**Event Date(s):**

**Type of Event:**

**Contact 1:**

**Contact 1 Email:**

**Contact 2:**

**Contact 2 Email:**

**Work Phone:**

**Cell/Emergency Phone:**

**Event Mailing Address:**

### 2. Program Details

*Scott will arrive at least 30 minutes before presentation to check sound system and to meet contact person.*

**Presentation Start Time:**

**End Time:**

**Speech Site:**

**Speech Details/Themes:**

**Audience Size:**

### 3. Payment Terms

*Please contact Scott as soon as possible if payment cannot be made as requested.*

\$

**for services, as described in Section 2.**

**Signed Agreement:** A signed Program Agreement must be returned ASAP in order for Scott to consider the date FIRM. A scanned/faxed copy is acceptable and binding.

**Holding Deposit:** HOLDING DEPOSIT of \$500 is required as soon as possible. Check may be issued to:

Scott Backovich Communications  
4901 E Ferro St.  
Long Beach CA 90815

**Fee Balance:** Remaining FEE BALANCE to be paid on or before date of engagement. Any travel reimbursements (if a “plus” rate) to be paid within 3 weeks of engagement.

#### ***4. Travel Information***

**Airport:**

**Driving Time From Airport:**

**Flight Times:**

**Upon Arrival at Airport:**

**After Presentation:**

#### ***5. Additional Terms:***

***Please review each of the following terms.***

1. Audio or videotaping of program is allowed only when the speaker has granted permission. No footage of speaker is to end up online for public viewing. Speaker is guaranteed a first-generation copy of recorded materials for files.
2. Audio-video requirements include a quality sound system, hand-held microphone (cordless or corded), full house lights, and good visibility of speaker. If a gymnasium is being used, seating on one side of the gym is preferred.
3. Your organization reserves the right to cancel this Agreement. If booking is cancelled more than two weeks before date of engagement, all deposits will be forfeited. If booking is cancelled within two weeks of engagement, the total fee will be forfeited. Your organization reserves the right to cancel any session, change the length or size of any session, or change the place of any session at its discretion within (10) days of the scheduled event.  
(\*\*\*CANCELLATION MUST BE DONE IN WRITING)
4. If speaker cancels due to unforeseen personal emergency or airline/weather complications, all deposits will be refunded to booking group.
5. If speaker has commenced travel to your event, and engagement is cancelled due to an Act of God (ex snow storm) or dangerous situation (riots, violence, etc.), booking group will be responsible for travel expenses incurred by speaker. Speaker's fee will not be charged.

#### ***6. Additional Details***

\*\*\*Contact Person 1 – please sign and fill in any missing details on this PROGRAM AGREEMENT.

If details on this Agreement do not agree with your records, please contact Scott immediately. Fill in missing details (times, contact information, etc.). Return a signed copy by mail or email, and process all invoices so payments are on time. Thank you!

**Authorized Signatures and Date**

\_\_\_\_\_  
***Scott Backovich***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Date***