

Magazine Articles

Dear Meeting Planner,

As an additional resource to generate interest in your meeting and provide added value for your participants, consider publishing my articles in your pre-program literature. These articles are provided for your benefit and I will be happy to adjust them as needed to suit the needs of your attendees. Here is a partial list of the articles that I can furnish for your journal. If you would like additional information on these and other articles, please contact me.

Those Who Dare Win

How To Ruin Your Career in 10 Days

Staying Safe In A Deadly Profession

Daily Fee Contact Traci Smith for investment schedules of keynotes, workshops and concurrent sessions. All fees include curriculum creation and development, handout creation, power point presentation development and delivery of the session (in most states).

Expenses: Usual and reasonable travel expenses, billed following the completion of the engagement and payable 10 days from receipt of invoice.

Terms: 50% deposit to secure the date, payable upon booking. The balance is due on-site prior to the start of the program.

Agreement: A written agreement for you to autograph will be furnished specifying the program, fee, expenses and miscellaneous items. A Sample agreement has been provided in this package.

Other: To maximize your investment, consider multiple programs on the same day. Consider a bonus session with senior management or association directors.

Partnership Program: Ask about creative ways to partner with your association to be able to add value for your participants and generate additional income for your association or organization.

Traci Smith
Author/Speaker/Consultant/Coach

November 1, 2003

Ms. Jane Taylor

National Organization of Successful Businesses
1 Any Street, Suite 100
Your Town, TX 60606

Sample Agreement

RE: NOSB Conference Speaking Agreement

Dear Ms. Taylor,

Allow me to take this opportunity to thank you for agreeing to my services for your conference in Your Town, USA. Below, please find some notes to confirm our conversations for the services I intend to furnish for your conference.

1. Program Dates: Tuesday, March 10, 2004. 8:00 am to 11:30 am.
Wednesday, March 11, 2004. 8:30 am. to 9:30 am.
2. Site: Your Town, Texas. Notify me of the meeting room location prior to conference.
3. Organization: NOSB
1 Any Street, Suite 100
Your Town, TX 60606
Phone 312.123.4567
4. Program Title: Tuesday – “Those Who Dare Win” (90-minute interactive workshop)
Wednesday – “Peace Prosperity and Outrageous Sales” (55-minute Keynote address)
5. Room Requirements
For Workshop: (Based on 200 participants or less) Wireless Lavalier Microphone; LCD projector with projector screen set at a diagonal location in the room; Classroom style tables and chair in a “winged” or “V-shape”; 6’ table with cloth in the front of the room and one at the back of the room; flip chart.

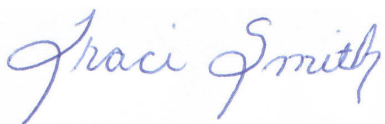
Sample Agreement

For Keynote: (Based on 250 to 2000 participants) Wireless Lavalier Microphone: LCD projector with projector screen set at a diagonal location to the seating; theater style chair seating only with no tables; Raised stage approximately 12' X 16' with a table and cloth on the stage.

6. I will furnish a master set of workbook documents for the workshop and you will reproduce these for the appropriate number of participants. These will be sent to you electronically. Copyrights of the workbook belong to Traci Smith Enterprises.
7. You agree that no part of either performance shall be audio or video taped without prior written permission from my company, Traci Smith Enterprises.
8. The investment schedule is as follows: \$X,000 for Tuesday's Program and \$X,000 for Wednesday's Program.
9. A 50% initial investment is required upon your endorsement of this agreement. This initial investment enables me to a.) Hold the date specifically for your organization and b.) Apply the investment toward the work in progress of research, interviews and customization of the material for your organization.
10. Cancellation policy: If the program is cancelled by NOSB 30 days or less prior to the program, the initial investment of \$X,000 is a "cancellation investment" and remains with Traci Smith Enterprises. If notice of cancellation is given 31 days or more before the engagement, half of the initial investment shall be deemed a "cancellation investment". However, we will be more than happy to apply this investment toward another program scheduled within three months of the cancelled program. (And you should take comfort that Traci Smith has NEVER cancelled or failed to appear for an engagement. If in the unlikely even this does happen, your total initial investment will be promptly returned.)
11. **"Last but not Least":** I will do everything in my power to amaze you with a dynamic program that will be inspiring, fun, meaningful and profitable.

I trust this meets your approval. Once you have reviewed this document, please endorse it below and return it to the bureau by fax.

Sincerely,



Traci Smith Enterprises

NOSB Authorization: _____ Date: _____