



Larry Witzleben, L.M.T., Inc.  
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## PROGRAM AGREEMENT

Between Client and Larry Witzleben, LMT, Inc. (hereafter referred to as LWI)

Client (Company) \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Alternate \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Alternate \_\_\_\_\_

Email \_\_\_\_\_ Alternate \_\_\_\_\_

Emergency Contact Phone Number(s) Day of Event \_\_\_\_\_

Program Title (Topic) \_\_\_\_\_

Program Location \_\_\_\_\_ Audience Size \_\_\_\_\_

Program Date(s) \_\_\_\_\_ Time \_\_\_\_\_

Larry will arrive at location approximately one hour before the program begins. Please make arrangements for him to have access to the room to set up.

**Items provided by Client at Program Location:** \_\_\_\_\_ Laptop, LCD Projector, and Screen for Power Point; small table for laptop \_\_\_\_\_ Display Table \_\_\_\_\_ Lavalier microphone, wireless preferred \_\_\_\_\_ Lectern \_\_\_\_\_ Handouts

**Items provided by LWI:** \_\_\_\_\_ Lavalier microphone \_\_\_\_\_ Laptop for Power Point \_\_\_\_\_ Handouts

**Room arrangement** \_\_\_\_\_ Theater \_\_\_\_\_ Classroom \_\_\_\_\_ Dining tables (Have tables close together toward front of room)

**Program Fee:** \$ \_\_\_\_\_

**Deposit:** Upon signing of contract, \_\_\_\_\_

(Representative/Company) agrees to pay LWI a 50% holding deposit of \$ \_\_\_\_\_.

**Payment:** The balance will be due and payable on the day of the program.

### Travel Expenses

**All-inclusive Travel Fee.** \$ \_\_\_\_\_.\*

**Separately receipted.** A separate Travel Expense invoice will be sent to you immediately following your event, which will include, if applicable, air fare (roundtrip coach\*), ground transportation, parking, meals, gratuities, driving mileage (current IRS rate) and tolls.

Hotel arrangements will be made by the client and be billed to the client's Master Account. Room requirements will be: a nonsmoking room with a king-size bed, late check-out approved, and late arrival guaranteed. Larry will check in the evening before the event.

\*In order to save you money, when available and practical, LWI books the most cost-effective flights. Often these flights have penalties if changed. So if there is a cancellation or postponement on the part of the Client, the Client will be responsible for reimbursement of the nonrefundable part of the air fare.

**Cancellation:**

In the event the Client finds it necessary to cancel this event, the initial deposit will be retained. Any balance remaining will be applied to a new mutually agreed upon date, to be scheduled within one year of the original date. If Client cancels within 30 days of the event and chooses not to reschedule, the balance in full will be due.

In the event LWI must cancel the event, Client's deposit will be returned in full.

For **Client:** Name and Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

For **Larry Witzleben, L.M.T., Inc.** \_\_\_\_\_ Date \_\_\_\_\_