

Scheduling Details

- All contracted fees and honorariums do not include expenses, unless otherwise noted in contract.
- Expenses are “Door-to-Door”, including all delays, layovers or over night stays due to change in travel plans for ANY reason: Controlled or Uncontrolled Acts of God/Nature.
- General Expenses to be considered: **(Other expenses may be not be listed)**
 - Lodging
 - Transportation
 - Airfare and ground
 - Parking
 - All meals
 - Material Duplication*
 - Resource Texts*
 - * For Executive Experiences, Workshops and Multi-day engagements
- All cancellations of contracted presentations must be made in writing (Email or letter).
- A cancellation fee equal to 10% of contracted fee will be charged if presentation is cancelled within thirty day(s) of contracted presentation date.