



## Sage Forward, LLC

### Tell me about your speaker need -- intake form

**MICHELLE BRADY SPEECH TOPIC OF INTEREST-** Select the topic you want Michelle Brady @ SageForward to train/ speak/ consult on :

- Speaking training: Conceal/ speechfear
- Speaking training: content development
- Speaking training: effective visual aids
- Speaking training: Delivery tips
- Speaking training: effective notes?
- Speaking training: other \_\_\_\_\_
- Interpersonal training: personality
- Interpersonal training: perception & misunderstanding
- Interpersonal training: self-disclosure
- Interpersonal training: tough emotions
- Financial training: The Money Room
- Financial training: Financial Health seminar
- Financial training: SMART Finances Keynote
- Entertainment: The S's of Wine Tasting
- Job-seeker encouragement: the 10 F's of a Long Term Job Search

FORMAT: what type of format are you seeking:

- Keynote (60 minutes)
- Breakout training 1-2 hours
- 1/2 day seminar +3 hours
- Full-day workshop
- other \_\_\_\_\_

EVENT: Provide details on Seminar, Convention or Meeting Date with exact time of presentation:

LOCATION: Please provide details on the venue including exact location with address and zip code (so we can MapQuest) of the Seminar, Convention or Meeting \_\_\_\_\_

CONTACT: Point Person that will work with Michelle Brady:

- Name:
- Title:
- Cell Phone:
- Email

AUDIENCE: Please give a description of the audience/ team or individual including :

- Employer or employment role/job titles (if they are similar). Type of roles common?
- Age range
- What is this topic important to them. What problem are we trying to solve?
- WHY this topic?
- What do they know about it

FACILITY QUESTIONS: Please note suggested Room

- Preferred set up for Power Networking Session is round tables with large amounts of space between each table.
- Explain the room set up available for Michelle Brady's presentation(s)?

TIME: (remember speaker will plan according to the amount of time allotted and if the timing changes speaker may not be able to achieve your goals)

IS TRAVEL NEEDED? (decide if Client or Michelle Brady handles travel)

- Car travel
  1. If within 1-2 hour, Michelle Brady will usually travel in her own vehicle.
  2. Over 4-6 hours, Michelle Brady may agree to drive; however, may request a rental car. Seasonal climate also are considered.
  3. If more than 5+ hours, we begin to consider air-travel. Seasonal climate also are considered.
- Speaker travel arrangements
  1. Michelle Brady can determine approximate travel expenses for air, hotel, car and include in the quote
  2. The quote can be for speaking only and the client handles travel or reimbursement for exact amounts
- If client handles travel:
  1. Michelle Brady prefers to fly Southwest with early-bird boarding. Southwest as always a preferred choice, but if not available will fly Continental, Delta with planes that seat 45 passengers or more. American only when no other options available.
  2. Michelle prefers overnight accommodations at middle-market brands such as Marriott's; Hiltons or similar (note if the hotel is not the site of the speech please provide directions from the hotel to the event site). She must have a non-smoking room and a swimming pool on-site.

PAYMENT TERMS -

- Payment Agreement for Michelle Brady Speaker
  - **It is standard to provide 50% deposit at signing**
  - 50% difference paid the day of the performance.
- (if applicable) Travel expense reimbursement within 30 days of submitting receipts/documentation
- Contact will includes cancellation policy and fees.

TYPICAL CANCELLATION TERMS

- Once the deposit is received the date is locked-in.
- Cancellation policy: as a date is closed out and significant effort may have gone into creating your event, penalty for cancellation is based on possibility of rescheduling or rebooking. If rebooked at least 75% will be refunded.
- In the event the Speaker cannot show
  1. 100% refund if 1 year out
  2. 90% refund 6 months out
  3. 75% refund under 6 months and the date is rebooked or rescheduled. If not, only a 50% refund.
  4. 50% refund 3 months out and the date is rebooked or rescheduled. If not, only a 30% refund.
  5. 25% refund 1-2 months out and the date is rebooked or rescheduled. If not, only a 10% refund.
  6. No refund under 1 month cancellation as it's unlikely for a rebooking and all the work is completed.
- In the unlikely event the Speaker cannot show
  7. 100% refund
  8. Will seek to find another speaker for your venue to replace her

### **Day of the Speech/Performance/Event**

INTRO and event PREPARATION

- It is recommended the Bio of Michelle Brady be distributed to all participants to save time for the Speaker . Michelle Brady will send a bio and a short sample introduction tailored to your event.
- Michelle Brady requests a copy of the entire event timeline 2 weeks prior to the presentation to ensure that the Speaker understands flow and details of the event.
- Sales - Michelle Brady does not sell any proprietary information from the stage; however, reserves the right to include a form is made available for the audience to access content. If requested, Michelle asks that the host mention this form at the event conclusion.

TECHINCAL, AUDIO-VISUAL needs: Michelle Brady usually requires the following to be available to support the speaking engagement for your event:

- An Audio Visual Technician on site at least 2 hours prior to the event for a sound and visual check. The Technician must stay on site during Michelle's presentation for support if issues arise.
- The Audio Visual Technician must have access to the venue, cables and backup systems.
- The Sound and Visual Check must be 1 hour prior to the event and the venue must be closed to attendees until the Sound and Visual Check is complete. If Audio Visual does not work at Sound and Visual Check someone from your organization must

announce that the performance will not have visual and why. This announcement must be made during the introduction of Michelle Brady.

- Internet connection may be required for presentation
- Lectern or table to set notes, computer.
- Lavalier microphones preferred or other mobile device (vs. adhered to a lectern)
- LCD projector (i.e., power point projector) with an extra lamp available in case of failure, and a screen enabling all to see. Michelle Brady usually uses power point slides for audience attention and facts.
- If possible Laptop. Michelle Brady will bring flash drive/jump drive of the presentation. If not possible, Michelle carries a laptop but it must be compatible with the projector.
- In the event of malfunction of AV systems, Michelle Brady requests effort is made to copy handouts of the presentation ASAP for the audience, if possible.

AUDIENCE MATERIALS: Michelle Brady prefers the following to be available to support the speaking engagement for your event

- At least one handout to all attendees and not electronically as this increases likelihood of responsiveness:
- Evaluation form -- with opportunity provided to the audience to obtain additional information electronically post-event.
- Handouts: Michelle Brady will provide handouts with her bio for each audience member.

### **PROMOTIONS OF YOUR EVENT**

MARKETING SUPPORT: Michelle Brady partners with you to temporarily share her logos and materials to support your event with ownership of the proprietary materials

What promotions will you be seeking: \_\_\_\_\_

Michelle Brady works with you these and requires:

- Mandatory pre-REVIEW and approval of all logo and name use, and photo use.
- If the event is open to the public SageForward staff will work with your organization to ensure the event will be well attended and well publicized.

VIDEO and other OPTIONAL SPEAKER PROPRIETARY PRODUCT USE

- Are you requesting VIDEO TAPING? -- Michelle Brady is a product of SageForward. Use of video recording is available as an optional contracted agreement for a term of one year, renewable for a fee for longer terms, or permanent internal use fee provided.
- Is there any other use of Michelle Brady's content you will be seeking to use and requires licensing approval?

### **CONTACT INFORMATION**

name\_\_\_\_\_

phone number\_\_\_\_\_

email\_\_\_\_\_

Authorized Signatures: Your name\_\_\_\_\_

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