



# Theresa Cloud Eagle Nelson

*Inspiring Authentic Expression and Effective Living*

## Terms and Conditions

**Confirmation of Engagement:** To confirm Theresa Cloud Eagle Nelson for a presentation (keynote, seminar/workshop, breakout), a Program Agreement must be completed and returned with **50% Deposit** of the agreed fee. All programs are customized to fit the need of the client. Programs held within a 2 hour drive of our home base will receive a 10% discount.

**Presentations include Self-Assessments:**

**Self-Assessment** is designed to measure resilience in dealing with how fast and how well one handles change. The preliminary information provides a review of issues affecting individuals and their ability to determine an appropriate course of action in light of events that affect their lives.

**Post-Program Review available as requested:**

**Post-Program Review** is a follow-up process to identify how the changes suggested have been implemented. It allows for evaluation of the process, identification of challenges and noticeable adjustments in behavior; and requires an additional fee. The follow-up may be from 1-3 hours with interviews, evaluations and written summary of findings.

**All Check's should be made Payable To:**

Restoration Ministries, LLC

**Payment of Invoice Balance:** The balance of the agreed fee is due 15 days before the presentation(s) is given. All payments are in U.S. dollars only.

**Payment of Expenses:** Expenses for all travel – ground and air transportation; meals and hotel accommodations, etc. are to be paid by the booking organization.

**Payment methods:** Payment can be made via cash, check or electronic banking.

**Cancellation Policy:**

If program is cancelled by client and rescheduled, fee will still apply without penalty.

If program is cancelled and not rescheduled, the 50% retainer is considered payment in full.

Cancellation by the client within 45 calendar days of scheduled presentation date requires 100% of scheduled fees and related expenses. Our fee covers preparation (research and development, handouts, educational materials, and support services) for your presentation and loss of potential business due to holding of date(s) for client.

**Accommodations:** Where overnight accommodation is required, Mrs. Nelson will stay at a mutually agreed upon hotel near event venue. Please inform us of your preferred partner(s), if there is such, for the appropriate accommodations.

**Flight Arrangements:** Mrs. Nelson's preferred carrier is Southwest Airlines, domestically. We will arrange round trip coach airfare domestically and business class internationally for all flights. If you prefer to make flight arrangements, please inform us of all details pertaining to tickets and restrictions. *(Invoiced separately.)*

Transportation to and from the airport, to hotel and/or venue will be charged back to the client at cost. *(Invoiced separately.)*

**Audio and Video Recording:** Mrs. Nelson is willing to work with you to leverage the long term impact and implementation of information covered in the presentation. An Audio/Visual Recording Agreement is required for this additional service. Recording fees and guidelines are outlined below:

- Mrs. Nelson will receive the **Master** of all recordings.
- Video Recording fee will be **50%** of presentation fee.
- Audio Recording fee will be **30%** of presentation fee.

**Products:** Our organization gives Mrs. Nelson permission to sell Books, CDs, Natural and Hand-Crafted Aromatherapy products to attendees to continue their effective living experience. You, as the organization's representative, have the authority to accept these arrangements.

**Event Marketing:** Mrs. Nelson would like to have a copy of all promotional materials, invitations and programs for this event to be forwarded to her before the event.

**Letter of Recommendation and Referrals:** Upon the completion of the event(s), we ask for a letter of reference on your organizational letterhead to add to our portfolio of clients. There is no better way to expand ones impact than by referral. We ask that you provide names and contact information of three organizations that might benefit from our expertise.

We appreciate and value your business. Experience however has taught us that details discourage disagreements. This simple agreement enables us to concentrate on delivering a world-class presentation that will meet, and wherever possible exceed, your expectations. Should you have any questions regarding these Terms and Conditions, please don't hesitate to contact us.