



Confirmation/Contract for Speaking Engagement

Date filled in: _____

Sponsoring Organization:

Name: _____

Address: _____

Event Contact Person:

Name and Title: _____

Address (if different from above): _____

Business Phone: _____ Fax Number: _____

Day of event contact person: _____ **Cell Phone**
(for emergency contact purposes) _____

Event Title: _____

Date of Presentation: _____

Gwen's Presentation Time: Start: _____ End: _____ (Gwen will arrive approx. 45min. ahead of her start time.) **Actual duration of event: Start _____**

End _____

Location of Presentation: (Building name and address): _____

Topic of Presentation: _____

Estimated Number of Attendees: _____

If available, please send an agenda of your meeting via email to Gwen or Judy.

Fee: _____ Plus appropriate General Excise Tax for Hawai'i presentations

- A deposit of fifty percent (50%) of the fee amount is required to hold the date on Gwen's schedule. (An invoice will be provided.) If air travel is required, airline and other travel reservations will be made only upon receipt of the deposit.
- The remaining balance will be due the day of the presentation. (An invoice will be provided.)
- An invoice for reimbursable travel expenses (if any) will be sent after the program. Payment will be due upon receipt of invoice.

Cancellation Policy:

- If the event is cancelled by the Sponsoring Organization, the deposit may be applied to another program within one year of the cancelled program date.
- If the event is cancelled by Gwen (in case of emergency), Gwen will do her best to provide a mutually satisfactory substitute or reschedule the program to a mutually agreeable date.

Logistics:

Parking:

Describe where to park? _____

Will parking be validated? _____

(If Gwen is speaking gratis and parking for the event is not fully validated, an envelope with parking charges enclosed would be most appreciated.)

Equipment for workshops and seminars:

The seminar includes a PowerPoint presentation. Please provide the following:

- Computer to hook up with LCD projector
- LCD projector
- Screen (or a blank wall)
- Microphone (lavaliere, cordless or w/ long cord preferred) Must be provided if there will be 20 or more attendees.

If any of the above equipment is unavailable, please let us know 2-3 weeks in advance.

Equipment for keynote talks of 45 minutes or less: Please discuss with Gwen. Depending on the presentation, equipment may not be necessary.

Seating arrangements: Classroom style or banquet round tables of 6-8 people preferred. If the group is small, boardroom or conference table seating is fine.

Other: If possible and reasonable, please provide nametags or nameplates (first name only) and pen or pencils for the attendees.

Handout Material:

An original set of handout material will be emailed to the contact person at least two weeks prior to the presentation for reproduction and distribution to participants. A written introduction sheet will also be provided for Gwen's formal introduction to the group.

Gwen Fujie

Gwen Fujie Keynotes and Seminars

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Accepted by:

Gwen's Assistant: Judy Segawa

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