

*Bayridge Consortium, Inc.*  
*Dr. Richard A. Villa*  
*113 West G Street, Suite 444*  
*San Diego, California 92101*  
*(619) 795-3602 (Phone/Fax)*  
[ravillabayridge@cs.com](mailto:ravillabayridge@cs.com) (e-mail)  
[ravillabayridge.com](http://ravillabayridge.com) (Website)

**LETTER OF AGREEMENT**

Between Bayridge Consortium, Inc. (Dr. Richard A. Villa, President)  
(Hereinafter called the speaker)

And (Agency Name) \_\_\_\_\_  
(Hereinafter called the organization)  
(Mailing Address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Phone #) \_\_\_\_\_  
(Fax #) \_\_\_\_\_  
(Contact Person) \_\_\_\_\_  
(E-mail for contact person) \_\_\_\_\_  
(Cell phone or other emergency contact number) \_\_\_\_\_  
(Nearest airport) \_\_\_\_\_  
(Alternate airport) \_\_\_\_\_  
(Date(s) of Presentation) \_\_\_\_\_

In consideration of the mutual covenants contained in this Agreement, the speaker and organization agree as follows:

1. The organization will provide to the speaker a \$500 deposit within 40 days of this agreement or 30 days before the date of this presentation, whichever comes first. A \$500 deposit will be provided for each contracted non-consecutive workday or series of work days (e.g., if working January 6 and 7 and March 12, the client would provide two \$500 deposits, one for the January dates and one for the March date, equaling \$1,000).

2. The speaker shall prepare and deliver a professional development seminar on the following topic(s):

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3. The organization will complete and return to the speaker the *Additional Information Form* (see pages 5-7) at least 2 months prior to the date(s) of the presentation. The information that will be provided includes a.) the topics and intended outcomes of the seminar(s), b) the start and stop times of each session, c) anticipated audience composition and number, d) name, address, telephone, fax, and confirmation numbers of hotel, with a restaurant, where a no-smoking King room has been reserved for the speaker, e) details about how the speaker is to get from the airport to the hotel, hotel to presentation site, and from the presentation site to the airport (i.e., transportation provided by organization, limousine, taxi, or car rental), f) location of presentation, g) information concerning the room arrangement where the presentation will occur, h) verification that the AV will be ready 45 minutes prior to the start of the presentation, and i) approximate travel times from airport to hotel, hotel to presentation site, and presentation site to airport. *Failure to provide such information within the specified timeframe will result in an additional charge to the organization of \$150.*
4. The speaker will provide the organization with travel arrival and departure details at least three weeks prior to the date(s) of the seminar.
5. The speaker will provide the organization with information that will allow them to download handouts for each participant of the seminar from the speaker's website (ravillabayridge.com) at least three weeks days prior to the event.
6. The speaker will provide the organization with any needed information necessary for them to prepare flyers, brochures, or other types of advertisement within two weeks of said request for such information. The organization will provide the speaker with a copy of all promotional material for the presentation at least three weeks prior to the event.

7. The organization will provide and have available to the speaker, at least 45 minutes prior to the start of the presentation, a screen, LCD projector, lavalier cordless microphone, and an AV cart with the capacity to plug in three items on which the speaker's computer and other AV equipment will be placed.
8. The speaker will arrive at least 20 minutes prior to the start of the presentation.
9. The organization will provide the speaker with bottled water to drink during the presentation(s).
10. The speaker's fee will be \$3,500 for a single day, \$3,000 a day for two or more consecutive days of work, and \$800 for any evening presentation that is no more than 2 hours.
11. The organization will remit the balance of the speaker's fee (minus the \$500 deposit) within 60 days of the presentation.
12. The organization agrees to pay a late fee of \$500 if a payment to the speaker is received more than 60 days after the presentation.
13. The organization agrees to reimburse the speaker for travel related expenses (i.e., the cost of air travel, ground transportation, lodging, meals and incidentals) within 60 days of the presentation.
14. The speaker will provide the organization with receipts for air and ground transportation, hotel, meals, and incidentals within two weeks of the date of the presentation.
15. The organization will make payment for the speaker's fee and travel related expenses to Bayridge Consortium Inc, (Federal Tax ID # 860851252) and it will be mailed to 113 West G Street, Suite 444, San Diego, CA. 92101.
16. If the organization cancels the presentation any time after both parties have signed this agreement, they will forfeit their deposit. Additionally, if they cancel two to three months prior to the presentation, they will provide the speaker with an additional \$500 for each canceled contracted day of work and reimbursement for all costs incurred. If they cancel less than two months prior to the presentation, they will provide the speaker with an additional \$1,500 for each canceled contracted day of work and reimbursement for all costs incurred to date (e.g., the cost of the airplane ticket).

17. The speaker may cancel the engagement due to the following conditions only:

- a. Death or illness in the immediate family
- b. Inclement weather at the location chosen for the seminar or at the speaker's point of origin, causing travel to be dangerous and/or impossible.
- c. Inability to get to the destination because of a cancelled or delayed air flight.

The organization will waive its \$500 deposit and compensate the speaker for prepaid expenses in the above circumstances (a-c).

Upon cancellation of the presentation by the speaker or failure to appear for any reason other than those listed above (a-c), the speaker forfeits all rights to payment, honorarium, expenses, or fees of any kind.

In witness whereof, this agreement has been executed by the parties hereto.

Bayridge Consortium, Inc.

By: \_\_\_\_\_

(Position) \_\_\_\_\_

Date: \_\_\_\_\_

Organization \_\_\_\_\_

By: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return two copies of this agreement (pages 1-4) to Bayridge Consortium. Bayridge Consortium, Inc. will sign and forward a completed copy of the signed agreement to the organization for their records.

Please remember to complete and return the *Additional Information Form* (pages 5-7) at least two months prior to the date of the presentation(s).

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***ADDITIONAL INFORMATION FORM***

(Please provide this information to the speaker at least 2 months prior to the date of the presentation.)

**PRESENTATION:**

Presentation date(s): \_\_\_\_\_

Organization: \_\_\_\_\_

Topic(s): (For assistance in completing this section, please review sample topics and descriptions listed on our website, [ravillabayridge.com](http://ravillabayridge.com)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intended Outcomes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Location of Presentation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Start and stop times of each session:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Audience composition and number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Room Arrangement:

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Any additional information the organization wants the speaker to know about the topic, audience, or intended outcomes (Optional):

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**HOTEL:**

Hotel Name:

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\_\_\_\_\_ Hotel

Address: \_\_\_\_\_

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Hotel Phone Number: \_\_\_\_\_

Hotel Fax Number: \_\_\_\_\_

Hotel Confirmation #: \_\_\_\_\_

**TRANSPORTATION:**

Upon arrival at the airport, will the speaker be (a) met by a representative of the organization \_\_\_\_\_, take a taxi \_\_\_\_\_, use a limousine \_\_\_\_\_, or rent a car \_\_\_\_\_?

Will the speaker be chauffeured to and from the presentation site \_\_\_\_\_, take a taxi, \_\_\_\_\_, use a limousine \_\_\_\_\_, or use a rental car \_\_\_\_\_?

Will the presenter be chauffeured from the presentation site \_\_\_\_\_, take a taxi \_\_\_\_\_, use a limousine \_\_\_\_\_, or use a rental car \_\_\_\_\_?

**TRAVEL TIMES:**

What is the approximate travel time from the airport to hotel? \_\_\_\_\_

What is the approximate travel time from the hotel to the presentation site? \_\_\_\_\_

What is the approximate travel time from the presentation site to airport? \_\_\_\_\_

**AUDIO-VISUAL NEEDS:**

The organization has arranged for \_\_\_\_ cordless lavalier microphone, \_\_\_\_ a screen, \_\_\_\_ AV cart, \_\_\_\_ and water for the presenter.

**OTHER:**

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**CHECKLIST OF ORGANIZATIONAL RESPONSIBILITIES**  
(It is not necessary to return this form to Bayridge Consortium, Inc.)

<b>TASK</b>	<b>DATE</b>
1. Contract completed, signed, and sent to speaker	_____
2. Deposit sent to speaker within 40 days of this agreement or 30 days before the date of this presentation, whichever comes first	_____
3. <i>The Additional Information Form</i> completed and sent to the speaker at least two months prior to the presentation	_____
4. Copies of any promotional materials sent to the speaker at least three weeks prior to the presentation	_____
5. AV Arranged (i.e., LCD projector, lavalier cordless microphone, and an AV cart with the capacity to plug in three items)	_____
6. AV set up at least 45 minutes prior to the presentation(s)	_____
7. Water available to the speaker during the presentation(s)	_____
8. Payment mailed to Bayridge Consortium, Inc. within 60 days of the presentation.	_____