



PDWT LLC • 361 FALLS RD. #508 • GRAFTON, WI • 53024
P: 312.508.3480 • INFO@PATDWYERWASTAKEN.COM

JULY 08, 2021

Kim Hall
Welch Public Schools
707 South Curtis
Welch, OK 74369

Letter of Agreement

Dear Kim,

We are excited to work with your team to make this a fantastic event! This will serve as our Letter of Agreement. Please let us know if any of the following details are incorrect:

Purchaser: Welch Public Schools
Date: Tuesday, August 10, 2021 **Time:** TBD
Venue: TBD
Title: A Pump-up Extravaganza
Base Fee: \$2,000 USD
Expenses: \$1,000 USD (travel buyout)

Included Services: Checked items denote services that you have booked:

- Keynote/Main Stage Speech:** 60 minute presentation on a main stage
- Upgrade to Interactive Keynote:** 90 min to 3 hours. High Energy & Interactive.
- Pump-up Extravaganza:** 60 to 120 minute interactive keynote/breakout/workshop.
- VIP Meet & Greet:** Reward your VIPs with a customized, confidential meet & greet.
- Video Taping or Webcast:** License video of Pat's presentation for additional usage.
- Follow Up Series:** Webinar based check up and continuing education for leadership or audience members.
- Master of Ceremonies/Event Host:** Pat sets your event up for success by keeping it high-energy and engaging.

Payment: The full fee (**\$2,000 USD**) and full travel buyout (**\$1,000 USD**) should be received no later than **August 10, 2021**. Payment is due the day of the program. Add-ons ordered later will be billed separately. Make checks out to *PDWT LLC* or *Pat Dwyer*.

Notes: Please read and sign the Notes and Audio-Visual Rider below separately.

If there is anything in this Letter of Agreement about which you have questions, please call Pat at 312.508.3480. If everything looks good, please digitally sign the agreement and return via email or post, to PDWT LLC, 361 Falls Rd. #508, Grafton, WI 53024

We look forward to making this your most successful event ever!

- Pat Dwyer and Team PDWT LLC

All Details, Fees & Travel Agreed to and Accepted:

Client Signature: _____ Date: _____

NOTES & Audio-Visual Rider

- 1. *Holding Dates:*** ~~Because of the numerous inquiries we receive and our desire to give clients an immediate answer, we finalize dates upon receipt of full LOA/Fee deposit. If this LOA/Fee is not returned by the date noted in the LOA, dates will be considered open.~~ **Date will be secured upon signed return of the LOA and copy of PO.**
- 2. *Cancellation:*** Cancellation causes loss of income that may not be recovered. Therefore, if this date is canceled by the Purchaser, the Purchaser will work to reschedule this event within 6 months, not to have the event be more than 12 months from the originally booked date, except in cases of force nature. Mr. Dwyer has never canceled, been late, or failed to appear for an engagement. If this should occur, both parties agree that this contract becomes null and void. If educational materials were purchased, you will have the option to keep the materials or receive a refund.
- 3. *Recording/Streaming:*** We encourage professional video taping of Pat's work as well as webcast streaming. If you are planning on taping and have not yet discussed this with Pat Dwyer, please contact us immediately about licensing fees and requirements. Client may use Pat Dwyer's name, photograph and biographical material solely for the purpose of advertising and promoting Pat's involvement in the Event, including in social media posts.
- 4. *Speaker A/V Requirements:*** **The following items allow Pat to deliver the finest presentation possible. Please contact us directly with concerns or questions:**
 - A Wireless Lapel Microphone:** Pat uses his hands throughout the presentation and walks around the audience, so handheld and wired microphones do not work.
 - LCD Projector, Screen and Audio Jack for sound:** In applicable cases, Pat prefers to use an LCD projector to present a few slides. Due to the heavy graphics and videos used in his presentation and the use of proprietary presentation software, he *must* use his own computer, on stage with him. Unless otherwise arranged, he will bring both a VGA and HDMI adapters. Pat will need AC to plug in two devices.
 - Additional sound out:** Pat prefers to bring a tricked-out tablet (to play audio only). If he does, he'll need an additional Direct Input for this device. (Pat will keep tablet on stage with his computer.)
 - 16:9 Compatible** screens and equipment (even if they are 4:3 in physical size);
 - Introduction:** Pat's pre-scripted intro is a crucial *and required* part of his speech. Done properly (by someone comfortable having fun with it), it starts the program with high energy..
 - A Pre-Event A/V Check** *in an empty room* to make sure that projector, laptop and lavalier microphone work properly; Pat will not need to rehearse during this check;

- g. **An Open Stage** or speaking area. Pat uses the entire stage during his presentation and prefers to have a clear center stage (e.g., no lectern or panel table) to block audience view or limit mobility. A slightly elevated stage is preferable for audiences greater than 100.
- h. **Seating.** Please seat audience members as close to stage as possible (less than 10 feet is ideal) to provide for greater energy and interaction during the presentation. Nothing kills the buzz in the room like a 15-foot gap between stage and audience. Theater or classroom style seating is the most effective, followed by half-filled crescent rounds. We appreciate greeters that encourage attendees to fill seats from the front first.

By signing here, you agree to the above items, including all A/V requirements.

For more resources or questions regarding hosting Pat, please feel free to reach out at any time.

For PDWT LLC:



Date: July 8, 2021

Client Signature: _____ **Date:** _____