

Chris Gleason

SPEAKING ENGAGEMENT/EVENT REQUEST

2017 National Teacher of the Year Finalist

Instrumental Music Educator, Patrick Marsh Middle School, Sun Prairie, WI

Thank you for your interest!

To book a speaking engagement with Chris Gleason--2017 National Teacher of the Year Finalist, first review this speaker's services and fees below and then complete the following request form. Please email this form to gleasoncmp@gmail.com to request Chris at your event. Every attempt will be made to accommodate your request. Should your date be available, it will be tentatively held until a signed contract is received along with a deposit. By submitting an event request form, your organization agrees to all fees and travel costs associated for this request. If you have any questions please contact me.

Fees:

- \$650 per event, plus expenses as outlined below. (Negotiable)

Fee Note: The fee shown above is the speaker's standard fee. Please note that the speaker's fee may vary based upon the length of presentation, location of event and other factors. Travel, accommodations and incidental expenses are in addition to the speaker's fee above. Please send an email to be quoted an exact fee for your event.

Travel Expenses & Accommodations

Transportation, up to and including airfare and overnight accommodations are required for all events. Standard mileage reimbursement based upon the current IRS rate at the time of travel will be used for any mileage. (Note for planning purposes: Chris Gleason's "home airport" is Dane County Regional Airport in Madison, WI "MSN").

Meal reimbursement for all meals from the point of departure to return is also required.

Deposit & Cancellation Policy

A deposit of 50% of the agreed fee is required upon confirmation of the booking. The remaining 50% of the agreed fee is due and payable at least 30 days prior to the event. Applicable expenses will be invoiced immediately following completion of the event.

In the event of cancellation, due to an Act of God or dangerous situation which prevents the event from occurring, the parties may mutually agree to reschedule the event with the same terms as stated in the initial agreement. If the organization cancels the scheduled event and provides notice to the speaker at least 60 days prior to the event, 100% of the initial deposit will be refunded within 30 days of notice of cancellation. If notice of cancellation is given 59 days or less prior to the event, the Organization is responsible for reimbursing the Speaker for any airfare expense and/or other associated travel fees incurred, and forgoes their deposit. If the Speaker attends the event and does not speak due to event schedule conflicts then full payment will still be required.

In the event of an emergency situation (i.e., personal/family-related illness, accident, death, other) that causes Chris Gleason to cancel, the Organization may find a replacement speaker for the speaking engagement, or the engagement will be rescheduled. If the engagement is cancelled because of the emergency situation, the Organization will not be responsible for expense reimbursements and will be reimbursed the deposit fee.

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SPEAKING ENGAGEMENT/EVENT REQUEST FORM

2017 National Teacher of the Year Finalist
 Instrumental Music Educator, Patrick Marsh Middle School, Sun Prairie, WI

Scan and email completed form to: gleasoncmp@gmail.com

Information for Lead Person of Contact for this Event

First and Last Name	
Title	
Organization	
Street Address	
City, State Zip Code	
Organization Website	
Your Work Phone	
Your Cell Phone (only for Chris' use)	
Your Email Address	

Event Information

Name of Event	
Date of Request and Time (e.g. 10/20/13, 6:00-9:00 pm, 30-45 mins to speak)	
Event Webpage (if applicable)	
Location	
Location Street Address City, State	
Type of Request (e.g. morning keynote, dinner keynote, breakout session, panel participant)	
Preferred Speech Content (if any)	
Audience Composition	
Range of Audience Expected (e.g. 100-200)	