



inner wisdom
coaching services

Phone: (360) 308-8292
E-mail: info@yourgreaterpurpose.com
Website: www.yourgreaterpurpose.com

connecting you to your greater purpose!

Workshop Guidelines

- Payments are made in accordance with the “Agreement of Terms” for workshops sponsored by organizations other than Inner Wisdom Coaching Services .
- Participants attending workshops sponsored by other organizations pay the sponsoring group directly in accordance with the sponsoring organization’s requirements.
- Participants attending workshops sponsored by Inner Wisdom Coaching Services pay in advance of the workshop by debit or credit card payment.
- All phone calls and/or any travel expenses incurred by workshop participants (if applicable) are to be paid for by the participant.
- Each workshop participant understands that he/she is responsible for producing his/her own results and that the coaching and training provided is not therapy, counseling, legal or financial advice.



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Workshop Codes of Conduct

You can count on your Coach/Speaker to:

- Arrive early and to finish on time.
- Be available to assist as necessary in setting up and closing down the workshop.
- Be available to workshop participants to answer questions and to provide encouragement.
- Respond to voice mails and e-mails within one business day.
- Act professionally and with integrity.
- Follow the ICF Code of Ethics (available upon request).
- Challenge each workshop participant to be his/her best.
- Honor and respect all workshop participants as valuable, recognizing the positive contribution each person makes in the world.
- Trust workshop participants' ability to create results for himself/herself in his/her life.



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Agreement of Terms

Please sign both copies and return one with the deposit.

Sponsor:
Organization:
Mailing Address: City: State: Zip:
Office Phone: E-Mail Address:
Home Phone: FAX:

Speaker:
Name of Event:
Date of Engagement:
Time:
Number of Presentations: Number Expected to Attend:
Event Location:

Financial Arrangements

Speaking Fee: \$xxx, plus travel, meals and lodging. Please present a check for \$xx to the Speaker in the Speaker's name immediately following event.

Deposit of \$xxx is due by xxxxxxxxxxxxxxxxxxxxxxxxxx to confirm the event. Make check payable to Inner Wisdom Coaching Services. Please mail deposit to Inner Wisdom Coaching Services; PO Box 3236, Bremerton, WA 98310

Travel Expense: One discount round trip coach airfare from XXXXXXXXXXXXXXXX to xx to be arranged by the Speaker and billed to the sponsor. Sponsor will provide local transportation OR rental car.

Cancellation Policy: If event is cancelled by sponsor more than 90 days prior to the event date, 50% of deposit amount will be returned; if cancelled within 90 days of event date, 50% of fee balance plus any event-related expenses the speaker has already incurred (i.e., non-refundable airfare, etc.) payable to speaker, due within thirty days of cancellation date. In the unlikely event that the speaker is unable to fulfill this contract, Inner Wisdom Coaching Services will find an appropriate substitute (fees will be adjusted accordingly). If, instead, the sponsor chooses to find their own substitute, 50% of the deposit will be returned.

Additional Requirements and Information

Lavaliere mike is preferred when possible. Please provide tables and an assistant for the display and sale of Speaker's products and services. The Speaker reserves the right to bring books, tapes and other ministry support materials for sale purposes. If a bookstore will be present, we request that they not sell the books sold by the Speaker. The Speaker will call for verification prior to shipping resources. If actual attendance is more than 20% below what is quoted, the sponsor will pay double the return shipping charges.

Please sign and return one copy of this contract and the Audio/Video Reproduction Agreement along with the deposit.



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We acknowledge and confirm that we have read and approve of the terms and conditions set forth in this agreement.

Sponsor: *(Please print name below)*

Signature_____

Title_____

Date_____

For Inner Wisdom Coaching Services.:

Signature_____

Title_____

January 3, 2007



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Workshop

Rates

(Prices valid from January 2007 and are in US Dollars)

Suggested Fee Structures

Local Engagements
(Within one-hour driving time)

Single Session (1 hour)		\$400-\$500
1-Day (2-4 Sessions)		\$500-\$600
2-Day (2-4 Sessions)		\$600-\$700
Weekend (2-6 Sessions)		\$700-\$800

Non-Local Engagements
(More than one-hour driving time or if flying)

1-Day (2-4 Sessions)		\$900-\$1,000
2-Day (2-4 Sessions)		\$1,000-\$1,250
Weekend (2-6 Sessions)		\$1,250-\$1,800

Notes:

1. Non-local fees are quoted “plus travel expenses” i.e. speaker fees plus mileage OR airfare, lodging/meals, and local travel arrangements if needed.
2. Payments for workshops are made by the sponsoring organization according to the financial agreements in the “Agreement of Terms”.
3. The sponsoring organization can choose from a variety of topics available to create a workshop format that fits the needs of its particular group.