



The Mastery Performance Group Seminar/Keynote Agreement

This agreement is between the **Mastery Performance Group** and:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Seminar/Keynote Topic Chosen: _____

Total Number of Participants: _____

Seminar / Keynote Date: _____

Seminar / Keynote Time: _____

Seminar / Keynote Location: _____

Mastery Performance Group agrees to present to the best of our ability the information and material contained in the training described above. The client agrees to duplicate the learning materials provided by Mastery Performance Group and to provide the room setup and audiovisual equipment described as requested by the Mastery Performance Group Speaker.

The client further acknowledges that all material presented by Mastery Performance Group, including written and printed, are copyrighted or trademarked and further use without the expressed written consent by Mastery Performance Group would be subject to all applicable trademark and copyright laws.

In exchange for the products and services provided, the client agrees to compensate Mastery Performance Group as follows:

Professional Fee: \$ _____

Deposit: 50% due at time of agreement, and 50% at the conclusion.

Balances: \$ _____ due at signing of agreement

\$ _____ due at the conclusion of the seminar/keynote

Travel: All reasonable and customary travel expenses including coach airfare, ground transportation, lodging, meals and related out of pocket expenses. A complete travel expense report will be submitted with the final invoice. Net 10 days from reception of an electronic invoice from Mastery Performance Group.

Recording: The fee quoted is based on no audio or visual recordings made of the presentation. Permission for the audio and/or visual recordings must be made through Mastery Performance Group. An additional fee of \$1500 for audio and \$2500 for visual use will be added to the speaking fee. An announcement will be made reminding the audience that no recording is permitted.

Cancellation Fee: Once a date is set aside and a training confirmed, we often incur commitments of time and resources on your behalf, well in advance of the training date. Because a cancellation or postponement initiated by the client causes losses, either through direct resource expenditure or because of turning down other business for this date, we have found it necessary to include the following cancellation clause:

100% of fee if canceled in less than 30 days before planned event;
75% of fee if canceled in 31 to 60 days before;
50% of fee if cancelled in 61 to 90 days before.

If cancellation/postponement is unavoidable, please verify the cancellation by telephone followed by an e-mail message to Mastery Performance Group within five days of the cancellation / postponement. If we can sell the time we will refund your fee, minus any out-of-the-pocket expenses we have incurred on your behalf.

Holding Dates: Because of the numerous inquiries we receive and our desire to serve clients with an immediate answer, we do not hold dates. If this letter of agreement is not returned in one week, this date will be considered open.

Other Comments: _____

Payment: Chuck Bauer
2810 East Trinity Mills Rd #209
Carrollton, TX 75006

Mastery Performance Group Company: _____

By: _____ By: _____

Title: _____ Title: _____

Date: _____ Date: _____

**National Speakers Association
Code of Professional Ethics**

To establish and maintain public confidence in the professionalism, honesty, ability and integrity of the professional speaker is fundamental to the future success of the National Speakers Association, its members, and the profession of speaking.

To this end, members of the Association have adopted and, as a condition of membership, subscribe to this Code of Professional Ethics. By doing so, the members give notice that they recognize the vital need to preserve and encourage fair and equitable practices among all who are engaged in the profession of speaking.

Article 1.

The NSA member shall accurately represent qualifications and experience in both oral and written communications.

Article 2.

The NSA member shall act, operate his/her business, and speak on a high professional level so as to neither offend nor bring discredit to the speaking profession.

Article 3.

The NSA member shall exert diligence to understand the client's organization, approaches and goals in advance of the presentation.

Article 4.

The NSA member shall avoid using materials, titles and thematic creations originated by others, either orally or in writing, unless approved by the originator.

Article 5.

The NSA member shall treat other speakers with professional courtesy, dignity and respect.

Article 6.

The NSA member shall maintain and respect the confidentiality of business or personal affairs of clients, agents and other speakers.

Article 7.

The NSA member shall protect the public against fraud or unfair practices and shall attempt to eliminate from the speaking profession all practices which bring discredit to the profession.

Article 8.

The NSA member shall not be a party to any agreement to unfairly limit or restrain access to the marketplace by any other speaker, client or to the public, based upon economic factors, race, creed, color, sex, age, disability or country of national origin of another speaker.

Members of the National Speakers Association are dedicated individuals sincerely concerned with the interests of all who come in contact with the profession. To this end, NSA members subscribe to this Professional Pledge:

We pledge ourselves to honesty and integrity; to pursue our profession and education to the end that service to our clients shall always be maintained at the highest possible level.

We pledge ourselves to seek and maintain an equitable, honorable and cooperative association with fellow members of the Association and with all others who may become a part of my business and professional life.

We pledge ourselves to comply with the standards of the National Speakers Association as set forth in its Bylaws and this Code of Professional Ethics.