

# BILL HOGG: HIGH OCTANE PERFORMANCE EXCELERATOR

I'm delighted to be working with you and your organization. Please complete the information below and return it with your deposit cheque, so we can begin customizing the presentation for your event.

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

Event leader's name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Presentation Topic/Title: \_\_\_\_\_

Presentation Date: \_\_\_\_\_ Length of Program: \_\_\_\_\_

Location: \_\_\_\_\_

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

City, Province/State: \_\_\_\_\_

## BOOKING TERMS & CONDITIONS:

### Total Fee Payable: \$TBD USD

Please make cheques payable to **Bill Hogg & Associates.**

**Deposit Due:** 50 per cent of our agreed fee, with this signed agreement.

**Balance Due:** The balance is due the date of this presentation.

### Travel Expenses (If required):

- Travel from Toronto, Canada: Coach class in North America, business class internationally
- Hotel accommodation should be managed directly by client

**Postponement/Cancellation:** If this event is postponed or cancelled the following schedule will apply from the time written notification is received by our office:

- Less than 30 days before: 100% fee will be charged.
- Between 30 - 60 days before: 50% fee will be charged.
- More than 60 days: no fee will be charged.

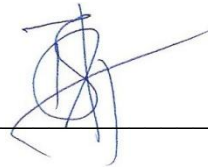
Please note; monies are not transferable to rescheduled date.

Client: \_\_\_\_\_

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

BH&A: \_\_\_\_\_

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



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**BILL**  
**HOGG**  
& ASSOCIATES

## **CONTACT DETAILS**

Bill Hogg

Bill Hogg & Associates ([www.billhogg.ca](http://www.billhogg.ca))

(905) 841-3191

[bill@billhogg.ca](mailto:bill@billhogg.ca)

187 Willow Farm Lane

Aurora, ON, L4G 6K5, Canada

## **PREPARATION & LOGISTICS**

I have fairly simple needs for my workshops and presentations. In our discussions while planning this program we'll uncover any others that might be there.

### **Audio-Visual Requirements**

- Room layout prior to the presentation
- Sound system with wireless lavalier microphone and connection to computer for videos
- LCD projector with remote
- Projection screen large enough (high enough) to allow visibility to all participants (off to one side so I don't walk in front screen all the time)
- Raised platform for presentation if possible
- High stool -- and no podium please -- I like to move around and interact with the audience!
- Room temperature water available
- Flip Chart (x2) with markers
- Biography/Introduction: I will write an introduction that should be used when introducing my presentation

I provide my presentation on USB drive (we work on PC, please advise if MAC format required). Please indicate if materials are required prior to presentation date.

## **MAKING IT RELEVANT**

To ensure the relevance of the presentation, I will send you a questionnaire -- Energizing Your Audience - - to help me understand your goals, your audience and the culture of your organization.

Every engagement includes pre-session phone call(s) with event leaders to make sure that I understand your needs.

If appropriate, I also ask for the opportunity to speak to some audience participants before the event, to get additional insights.

## **YOUR SATISFACTION IS MY PRIMARY FOCUS**

I work hard to ensure you are satisfied. If, for any reason, you are not satisfied at any time, please let me know. I will work to make it right until you are satisfied.

On the other hand, if you are pleased with the outcome, please write three letters of recommendation to colleagues in companies or organizations of equal stature. By doing this, I am able to focus my energies on working for you versus marketing to the world.