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## **SPEAKING PROGRAM CONTRACT**

**Client:**

Readington Township School District  
PO Box 807  
52 Readington Road  
Whitehouse Station, NJ 08889

**Purpose:**

To deliver a 1 ½ hour keynote address to the Readington Township School District Staff.  
Provide a ½ hour leadership training for the administrative team.  
Provide an email training to the Readington Township School District Staff for 10 months.  
Provide an email training to the Readington Township School District Administrative Staff for 10 months.

**Details:**

The keynote address and leadership training will be presented on Friday, September 2, 2016 at a location determined by the Readington Township School District. The speaker will be Steven A. Bollar, Stand Tall Steve.

The Readington Township School District will be responsible for the organization of speaking environment, audio-visual equipment, and duplicating printed materials for participants if needed.



**Fees:**

The fee is \$2,300.00 for the keynote and leadership training. The fee for the email training for staff for 10 months is \$1,500. The fee for the email training for administrative staff for 10 months is \$500. (*Administrative staff will receive the regular email training and an additional email training focused specifically on administrative needs to address their staff.*) Additional travel expenses will be calculated prior to speaking event. A deposit of \$0 is required to confirm the booking, with the balance of \$4,300 plus travel expenses are due 30 days after the event. An invoice is enclosed.

If the program it is cancelled, Readington Township School District shall pay the appropriate cancellation charges as noted below:

Days Prior to Scheduled Program	Cancellation of Program
30 - 90	25%
11 - 29	50%
10 or fewer	75%

In the event Steven A. Bollar, Stand Tall Steve, is unable to appear, all fees paid prior to the event will be refunded.

Signature and Date

A handwritten signature in cursive script that reads 'Steven A. Bollar'.

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Steven A. Bollar  
Speaker  
Stand Tall Steve

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June 11, 2016

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Date

Date



P.O. Box 1312  
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## INVOICE

DATE: June 11, 2016

TO: Readington Township School District  
PO Box 807  
52 Readington Road  
Whitehouse Station, NJ 08889

RE: 2 Hour Keynote Speech (1 ½ hour staff / ½ hour admin)

September 2, 2016	\$2,300.00
Email Training 10 month Full Staff	\$1,500.00
Email Training 10 month Administration	\$500.00
<i>Subtotal</i>	<u>\$4,300.00</u>
Travel & Tolls (108.4 miles x .52 per mile)	\$56.36
Other Expenses	0.00
<b>Total – Please pay this amount</b>	<b><u>\$4,356.36</u></b>

**Terms:** Please remit payment by 30 days following event. .