

ETIQUETTE AND MORE

PROVIDING SELF-CONFIDENCE IN BUSINESS AND DINING ETIQUETTE.

Presentation Information

Presentation Length Options

___ 60-90 Minute Presentation	\$500
___ 90-120 Minute Presentation	\$550
___ 120-150 Minute Presentation	\$600
___ Each additional 30 minutes	\$25

All presentation fees include:

- ✓ Consultation and discussion on topic(s) client would like covered
- ✓ Customized presentation created for participants
- ✓ Presenter will provide laptop and necessary cords
- ✓ Presenter will provide electronic and hard-copies of the PowerPoint presentation and additional hand-outs for participants based on topic(s) covered

******All food and facility costs are the responsibility of the client******

If food will be served as part of presentation, one additional service option below is included:

- ___ Presenter will work directly with (Name of Catering Service) and/or (Name of Facilities Manager) regarding space set-up, table settings, menu selection, and timeline for serving and removing courses.*
- ___ Presenter will work directly with (Name of Catering Service) and/or (Name of Facilities Manager) regarding space set-up, table settings, and timeline for serving and removing courses. Client will determine menu selection with (Name of Catering Service)*
- ___ Presenter will work directly with (Name of Catering Service) and/or (Name of Facilities Manager) regarding timeline for serving and removing courses. Client will determine menu selection and space set-up with (Name of Catering Service) Facilities Manager)*

**All service options include presenter reviewing menu, table settings, and serving timeline with vendors to ensure knowledge of items being served and scheduling presentation appropriately for time allowed.*

Additional Fees

- ___ Mileage (included if round-trip distance is 150 miles or less)
- ___ Mileage (\$.50 per mile if round-trip distance is over 150 miles)
- ___ Lodging (actual cost of hotel if overnight stay is required)
- ___ Flight (actual cost if round-trip distance is over 600 miles)
- ___ Per diem (\$35 per day)

Payment and Cancellation Policy:

- 50% of invoice total must be received by *Etiquette and More* within 10 days of contract receipt.
- Full payment of flight cost (if applicable) must be received by *Etiquette and More* within 10 days of flight purchase.
- Full payment of invoice total must be received by *Etiquette and More* within 10 business days after services are provided.
- Cancellation of contract received less than 15 business days prior to confirmed date of services will result in charges of 50% of invoice total and 100% of flight cost (if applicable).

Suggested Topics

Dining etiquette with meal
Dining etiquette without meal
Professional dress instruction
Business etiquette and behaviors
for new professionals
Transitioning from student to
professional
Combination of above topics
Customized workshop for specific
group(s) or topic(s)