



FEE SCHEDULE and RIDER

Country	Keynote and Half-Day Workshop	Full-Day Workshop	Virtual
US	\$15,000*	\$15,000*	\$10,000
Mexico/Canada	\$15,000*	\$15,000*	\$10,000
Outside North America	\$20,000*	\$20,000*	\$10,000

*Client to pay all applicable taxes and travel expenses as outlined below. All fees are quoted in US dollars.

* PLUS EXPENSES	<p>No travel expenses within the Chicagoland area.</p> <p>Within North America, one to two nights of hotel accommodations (one king, non-smoking room with guaranteed late arrival) and \$2,000 flat travel stipend for all other expenses.</p> <p>Outside North America, all travel expenses, including business-class airfare, up to three nights of hotel accommodations (one king, non-smoking room with guaranteed late arrival and access to a gym), meals, and ground transportation in host city and in hometown.</p>
DEPOSIT	A 50% deposit and the travel stipend are due at the time of booking, and the balance of the speaker fee is due fourteen days prior to the presentation. Client is asked to pre-pay for hotel accommodations and international flights.
A/V REQUIREMENTS	<p>Wireless Lavalier microphone</p> <p>LCD projector & Screen</p> <p>Wireless presentation clicker</p> <p>1/8 audio input jack (headphone jack) to patch into house sound</p> <p>Adapter for Mac (if needed)</p> <p>Water – 1 bottle room temperature</p> <p>Soundcheck at least one hour prior to presentation</p>
OTHER	<p>To ensure a quality customized experience for each audience, Caleb will provide a pre-event questionnaire which must be completed in order to prepare the agreement.</p> <p>A pre-event call between Caleb and the client will be coordinated with the speaker's agent and completed at least 30 days prior to the engagement.</p> <p>Video recordings are allowed with advanced approval from Speaker and are allowed for internal use only, on a password-protected site. See contract for terms. Digital copies of all video and photos are to be provided to the speaker's agent within 30 days of the event.</p>
CONTACT	<p>Melissa Spencer, Booking Agent for Caleb Gardner</p> <p>O: 702-844-2371</p> <p>M: 407-222-2968</p> <p>E: melissa@spencersconsulting.com</p> <p>W: www.spencersconsulting.com</p>



Technical Requirements

In-Person Events

Wireless Lapel Microphone

- With fresh batteries and a back-up microphone
- Hooked into house sound system or amp and speakers

Access to Projector/Screen

Caleb will run his presentation off his personal Mac laptop

- Caleb's presentation cannot be sent in advance, but he can make the slides available following his presentation.
- No internet needed.

A/V Technician needed ...

- At least one hour before the presentation for review of sequencing and mic check
- 10 minutes before presentation
- During presentation for audiences of 150+

Virtual Events

"Share screen" access on video conferencing software (Zoom strongly preferred)

Caleb will run his presentation off his Mac laptop.

- Caleb's presentation cannot be sent in advance, but he can make the slides available following his presentation.
- Caleb has access to high-speed internet with an ethernet connection.

A/V Technician or producer needed ...

- 15 minutes before presentation for a mic check.
- During the presentation for audiences of 50+