



**Multicultural America, Inc.**

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## On Site Presentation Contract

### Client Information

**Date: February 4, 2022**

Name of Contact	Alvin Garrison, Superintendent
School/District	Covington Independent Public Schools
Address	25 E. 7th Street
City, State, Zip	Covington, KY 41011
Telephone	859.392.1000
Fax	
Email	alvin.garrison@covington.kyschools.us
School Website	
Presentation Date	<b>August 22,23,24, 2022</b>
Presentation Schedule	<b>Breakfast/Registration begins at _____ a.m. Presentation begins at _____ a.m. and ends at _____ (no later than 2:30 p.m.)</b>

### Presentation Requirements

***Speaker must depart by 2:30 p.m.***

- Presentation shall be held in the auditorium or the cafeteria (libraries and classrooms are too small for an effective presentation.)
- Client responsible for any additional expenses incurred due to client's request to reschedule an event.
- Equipment required: One lapel microphone, sound system that can plug into his computer, LCD projector and screen for PowerPoint presentation.
- The speaker requires any lunch period to be unencumbered, as he needs this time to return phone calls and answer emails. No meetings; either formal or informal can be held during this time.
- The client is responsible for reproducing the handout for all participants in the workshop. The handout will be emailed ahead of time.

### Publishing Rights

- Taping: Video and audio recordings are prohibited.
- Written permission from Multicultural America, Inc. is required to duplicate or publish any written materials provided by the speaker.

### Educational Resources

Educational resources are available for purchase at the event. This will not interfere with the presentation.

If this is agreeable, please indicate here: Yes \_\_\_\_\_ No \_\_\_\_\_. ***If yes, we will need three long tables for the large posters.*** My staff will manage this process. No other assistance is required. If this section is not completed, we will assume it is permissible to offer these materials.

### Fee & Payment

The fee for this event is **\$15,400.00**. This fee includes airfare, hotel, mileage, meals, and car rental.

**Unless otherwise agreed upon, a check for the total payment is due immediately following the completion of the presentation.**

**Accepted and Approved:** This agreement must be signed and returned no later than **5** business days from the above date to avoid cancellation.

Larry I. Bell, President / CEO

Multicultural America Inc.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title