



All in One Productions
207-622-9850

41 McLaughlin Circle
Chelsea, ME 04330:
Phone 207-622-9850
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Email: allinoneprod@gmail.com

Letter of Agreement
For Event and Meeting planning
2010

AIOP agrees to make hotel accommodation negotiations, reserve a meeting venue or research convention facility rates and availability, site selection and contract negotiation services provided to you with appropriate destination recommendations at a cost to you for me of 15% of your total budget Destination site selection and contract negotiation services can be evaluated and refigured at time of initial meeting. This depends of the size and the requests needed to be fulfilled. Prices can be negotiated in certain circumstances.

- A personalized session to evaluate group travel or corporate meeting objectives, preferred travel destinations, desired event dates and projected group size at \$90.00.
- During the site selection consultation, requirements for vendor exhibits, meeting space and recreational amenities are defined to help best match your requirements to available venues.
- I will conduct a logistics review to assure the selected travel destination and convention or meeting facilities under consideration are convenient for the attendees.
- Speakers and or entertainment for your event will be negotiated depending on the pro or certified person(s) that will require a fee.
- I will prepare a completed summary for costs and a preliminary presentation to you.
- All in One Productions wants establish value optimized marketing objectives that address your specific goals to get measurable results.
- I will prepare a checklist to review and decide for your benefit what you would be looking for to incorporate. I will also discuss the possibilities of an a la carte (combination of various items to meet your needs.)
- If this contract is amended to fit the need of the client or the planner and resigned if both parties agree, and the price is renegotiated the amendment will be attached to this agreement.

Dated: _____

Signatures of responsible party:

Signature of Consultant:
