



## Contracting with HOM for Your Event



# HOM Training Institute

[www.HomeOwnershipMatters.com](http://www.HomeOwnershipMatters.com)

### *The Process*

1. View website for possibilities
2. Call or e-mail to check on available dates
3. Secure appropriate signature on contract
4. Send required deposit
5. Confirm travel and accommodations, airline tickets, etc
6. Download description and bio or request a customized description/flyer when appropriate
7. Provide update of estimated attendance at least 10-14 days in advance so handouts can be mailed if they are being provided by the speaker
8. Cover last minute details, airport transportation, etc, at least 48 hours prior to flight

### Professional Fees

Mildred delivers keynotes or general session presentations, seminars, workshops, continuing education courses and foreclosure intervention professional training. Although speech fees and continuing education classes follow an established schedule, consulting fees are negotiated on an engagement basis. All professional fees are based on the scope of the engagement.

Contact Mildred directly at 1 (866) 507-5105 for a discussion about your upcoming event or training need for more information. If you are planning a conference or convention, she will do one or more break-out sessions at no additional charge on the same day she is the keynote. This means that you can use her all day and pay only one travel and accommodation expense, rather than hiring two or more different speakers. A contract will be emailed once an agreement has been reached.

## Payment of Fees

Regarding fees for scheduled services including speaking, consulting and training engagements:

50% of the fee is required with a signed contract to confirm the date, and is a NON-refundable deposit forfeited if the clients changes or cancels the date. Balance plus pre-billed travel is required upon arrival of the speaker. Unless instructed otherwise, all checks should be made payable to Mildred Wilkins, HOM, LLC.

## Materials

Note: Ms. Wilkins may make appropriate educational materials available for purchase on-site at ALL speaking engagements.

## Expenses

Expenses can include any of the following:

- Business or First Class Travel (if flight is longer than 6 hours)
- Ground transportation
- Hotel accommodations (2 night minimum)
- Meals en route and on site (\$50.00 per diem)
- Postage, copies, shipping (for program materials)
- Expenses are paid in advance along with the deposit

## Travel

Non-local, with no overnight stay; FEE + Travel (meals + mileage @.50 per mile)

Long distance; FEE + Travel from Florida + Accommodations (2 nights min.) + \$50.00 per diem for meals/misc. + Car rental

## Associations and Community Groups

Each year, Mildred does a limited number of reduced-fee speaking engagements for associations and community groups. To apply for one of these spots, please e-mail Mildred at:

[mildredwilkins@homeownershipmatters.com](mailto:mildredwilkins@homeownershipmatters.com)

## Discounted Package Price

For engagements scheduled for 6 months or more away, if the full fee and estimated travel costs are paid within 30 days of the initiation of the contract, a ten percent discount may be taken. This arrangement saves you money and locks in the travel costs.

## Audio and Video Recordings

Speaker owns copyright to any recording of the presentation. If speaker approves the use for a non-profit, speaker must approve and receives master copy. For profit distribution requires a written royalty agreement.

## Books/Tapes/CDs

Mildred's books are available for purchase in quantity at substantial discounts. Clients are encouraged to purchase copies for all attendees to provide a meaningful resource with obvious lingering value.

The HOM "Foreclosure First Aid Kit" CD is available for \$19.99 and includes a variety of forms, handouts, and a glossary which are helpful reminders of information that needs to be considered by all professionals in the best interest of their clients. They can also find websites that will lead them in the right direction in regards to additional materials which will be helpful in getting grounded in this area. This CD is offered (FREE) with the Short Sale Not Your Typical Transaction and any other all day or multi-day training where the attendee has paid a per person fee of \$99.00 or more.

\*\*Other educational materials will be made available at all training sessions.