

BOOKING AGREEMENT

ChildProof America

Safeguarding Families Against Sex Trafficking

Kelly's personal mission statement "*is to empower youth with the life skills needed to break the generational cycle of self-destruction*". This passion, combined with the knowledge of a human trafficking epidemic sweeping silently and strategically across our "safe" communities, has ignited a fierce call to action to force change from suburbia to Capitol Hill.



In 2007 Kelly authored the popular Christian-based book, *Tools 4 Teens*. The following year she developed an 8-week *Tools 4 Teens* curriculum which successfully launched through HISD, serving disadvantaged youth. Over the following several years the program focused exclusively on male juvenile offenders within Harris County Juvenile Probation, resulting in a sharp decrease in recidivism among program graduates. The *Tools 4 Teens Re-Entry Program* followed in 2013 which provided re-entry support to youth, including mentoring, academic accountability and social enrichment.

Kelly received her Bachelor of Science degree in Organizational Communications, with a concentration in Psychology, from Ohio University in 1988. A college internship serving victims of domestic violence first sparked her interest in an at-risk population. Her deep compassion for hurting and vulnerable youth are the driving forces behind her call to serve as a non-profit leader.

In 2017 and 2018, Katy Magazine honored Kelly as *Top 100 Women of Katy*. In December 2017, Katy Magazine named Kelly *Top 10 Outstanding Katy People of the Year*.

Kelly and her college sweetheart, Alan, have called Katy home for 20 years. They have two children, ages 17 and 19.

PURPOSE OF DOCUMENT

The purpose of this document is to establish clarity regarding what is involved in hosting Kelly Litvak for a speaking engagement. Our desire is for both parties to have clearly communicated expectations regarding the event and that the event would be fruitful and successful for everyone involved. This document will set forth the criteria as well as the obligations of the hosting organization _____ (“Host”) and Kelly Litvak (“Speaker”).

1. ENGAGEMENT.

The Speaker shall present ____ session(s) at the _____ (the “Event”), on _____, 20__ (the “Event Date”) located at the following venue (the “Venue”):

- a. Name of venue: _____
- b. Address of venue: _____
- c. Expected attendance: _____
- d. Event time: _____
- e. Requested arrival time: _____

Speaker agrees to stay for the **duration of the event** to allow for audience engagement and Q&A time.

POWERPOINT EQUIPMENT NEEDS FOR LOCAL VENUES

____ Projector with cords

____ Laptop

*Host must provide laptop table, screen, cordless microphone and sound system

____ No PowerPoint presentation is needed for Event

POWERPOINT EQUIPMENT FOR OUT OF TOWN VENUES

____ Flash drive for on-site laptop

____ No PowerPoint presentation is needed for Event

2. TRAVEL AND ACCOMMODATIONS.(if applicable)

2.1. Travel. Host will provide roundtrip airfare for the Speaker from Speaker’s location to the closest major commercial airport to the Venue. Speaker shall book all airfare and Host shall reimburse Speaker for said airfare within fourteen (14) days of receiving receipts/invoices for airfare.

a. Domestic flights shall be economy/coach class. International flights shall be business class unless otherwise agreed upon.

b. If the Venue is within a 250-mile radius of Katy, Texas, the Speaker may, at her option, choose to drive. In the event Speaker chooses to do so, Host shall provide reimbursement for

mileage at the current IRS rate.

c. Host will provide the Speaker with adequate ground transportation in the host city, including, but not limited to: to and from the airport; to and from the hotel to the venue; etc.

2.2. Accommodations. Proper accommodations are required in order to ensure that the Speaker has an environment conducive to proper rest and preparation for the session(s). Host therefore agrees to provide hotel accommodations to the Speaker and travel companion at a hotel of a quality equal to or greater than a Hampton Inn, Holiday Inn Express, or other comparable hotel. Wi-Fi access must also be included.

3. HONORARIUM/SPEAKING FEE. As consideration for the Speaker participating in this event above and beyond her normal work responsibilities, and as compensation for the extra time and energy that Speaker will spend in helping to create an excellent and successful event for Host, Host agrees to pay to the Speaker an honorarium in the amount of \$500 for local events and \$750 per day for events exceeding 250 miles from Katy, Texas. Payment must be made in U.S. Dollars and paid in full prior to or at the time of the Event.

3.1. The Speaker may, in writing and at her sole and absolute discretion, agree to a lower honorarium in exceptional circumstances.

4. MARKETING. The Speaker encourages the Host to expend reasonable effort to market and promote the Event through various media channels including, but not limited to, social media, email and websites. The Speaker has learned through experience that the most successful events tend to be marketed and promoted well.

5. RECORDING. All audio and video recording of the Engagement is strictly prohibited, unless otherwise agreed to in writing by the Speaker.

6. CANCELLATION.

6.1. Cancellation by Host. If the Host cancels the Engagement for any reason, Host agrees to reimburse the Speaker for any expenses incurred by Speaker related to the Engagement. Host further agrees to pay to the Speaker fifty percent (50%) of the Honorarium within ten (10) days of notifying the Speaker of the cancellation.

6.2. Cancellation by Speaker. If the Speaker cancels the Engagement, the Host shall not be responsible to the Speaker for any expense reimbursements or Honorarium, and the Speaker agrees to refund to the Host any expenses previously reimbursed or all amounts paid toward the Honorarium.

Host Organization

Kelly Litvak

Date: _____

Date: _____