WAIT Training
8101 E. Belleview Ave., Suite D-2
Denver, CO 80237
Phone: (720) 488-8888
Fax: (720) 214-2001
info@waittraining.org

Contact Person: _____

Organization: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Day Phone: _____ **Alt Phone:** _____ **Fax:** _____

E-mail: _____

Description of Services to be provided by the WAIT Training:

The WAIT Training Organization will provide a trainer _____

TRAVEL EXPENSES / MISC:

Airfare: Will be scheduled by WAIT Training Personnel. Sponsor is responsible for expense and travel and parking from DIA.	(if applicable)	$550.00
Ground Transportation: Hotel is an estimate and can be handled by either the host or WAIT Training (Please provide non-smoking room with a king size bed)	.45 x 0 miles (if applicable)	$150.00
Lodging: Hotel is an estimate and can be handled by either the host or WAIT Training (Please provide non-smoking room with a king size bed)	(if applicable)	$250.00
Meals: May be billed on hotel statement or will be billed at a per day rate. Please allow for a $45.00 daily rate for meals x the # of Trainers / speakers in attendance. Travel days are included	$45 x 1 speaker(s) > _ days(s)	$135.00
	TOTAL	$1185.00

SPEAKING FEES / PROGRAMS AND CURRICULUM

Daily Rate: Speaker/facilitator cost $1250/day for trainings	$1,250 x _ day(s)	$2,500.00
Two Day WAIT Training Certification (WAIT Training includes: 2-day training, handouts, certification, 300 page curriculum and pen)	$299.00 x 10 (# of minimum participants)	$0.00
One Day Medical Cessation for the Sexually Active Teen (Includes Cessation Manual and Steps of Intimacy Cards)	$150 x 10 (# of minimum participants)	$0.00
One Day Passage Program for Latino Youth (Includes Latino Manual in English and Spanish)	$150 x 10 (# of minimum participants)	$0.00
One Day The Art of Loving Well Teacher Training (Includes Loving Well Book and Teacher Guide)	$50 x 10 (# of minimum participants)	$0.00
School Assemblies presented by National Speaker	$1,500.00 per day	$0.00
Shipping and Distribution of Training Materials and Products	Average Cost $80.00	
Postcards/Promotional Materials		
	TOTAL	
	GRAND TOTAL	

Mail or fax to WAIT Training with Host Responsibility Sheet

We hereby agree to a 25% deposit of guarantee, due 45 days prior to the event/training, with the deposit non-refundable if the sponsor cancels. Should the sponsor cancel 30 days or less, the speaker fee will be paid to WAIT Training. Should the event be cancelled due to weather, the trainer will retain 1/2 the trainer fee. The balance will be due upon the completion of the contract and will be adjusted to reflect the actual number of participants and increase in airfare if upon contract initiation and signing of contract and increase occurred.

Sponsor signature: _____ Date: _____

We agree to provide WAIT Training with an attendee list. We agree to promote this event and make follow-up calls to maximize community participation.

Sponsor signature: _____ Date: _____

WAIT Training signature: _____ Date: _____

CHECKS PAYABLE TO: WAIT TRAINING, 10427 EAST DORADO PLACE, GREENWOOD VILLAGE, CO 80111

DEPOSIT AMOUNT: $ DATE DUE:

Thank you for allowing us to serve you and your community!!!