



Course Engagement Letter

Sponsor Engagement:

Contact Person:

E-mail:

This letter confirms our desire to partner with you for the purpose of providing specialized healthcare training for programs to be offered by Motivations, Inc. The terms of the engagement are as follows:

Course:

Instructor's Name:

Time/Date/Location:

Date:

Days:

Hours:

MOTIVATIONS, Inc. Responsibilities:

- Engagement agreement form
- Admission for 30 persons
- Instructor fees
- Instructor travel expenses
- Course content development, planning and evaluation
- Promotional brochures-up to 500
- Course marketing on our website and general listings
- CEU pre-approval arrangements for PT, OT, ST and ATC
- Preparation of all instructional materials
- Registration desk materials: sign-in sheets, name tags
- Course completion materials: evaluation forms, CEU permanent record forms
- CEU registered certificates for attendees

Facility Responsibility:

- Provide accessible facility with tables and chairs to accommodate 30
- Furnish basic audiovisual equipment (if available)
- Furnish location information
- Recommend a hotel under \$99 - walking distance or shuttle (if possible)
- Furnish a facilitator to operate the registration desk & assist as needed during the course
- Purchase sodas and bottle water (to be reimbursed by receipt within 14 days)
- Furnish coffee, water, and ice service and Snack foods for breaks

Sponsor Arrangement:

By completing the facility responsibility list above, you will receive the following.

- **30 attendee registrations**

Sponsor Course Fee: *8 hour course-\$5000*

16 hour course-\$8000

Payment: \$1000 deposit with 1/2 balance due within 2 weeks of the course. *The balance may be covered by outside registrations. Should all the 20 seats be purchased by outside registrations, a refund will be issued for the deposit.*

Conflict of Interest: Both parties agree to avoid actions that would be considered a conflict of interest.

Name of person accepting: (please print) _____

Accepted by: _____ Date: _____

Offered by: _____ Date: _____

Jane Boston, President