

## **Requirements for Travel, Hotel, Meals and Transportation (Pat Landaker)**

*Thank you for inviting Pat to participate in your event! We are very excited about this opportunity to work with both you and your group. Please take a moment to review this information and see what your next steps are for making Pat's presentation a memorable and remarkable success.*

**Travel Arrangements** – For our out-of-town events, clients pays airfare for coach roundtrip, direct flight to event location. Pat prefers to arrive the day before an event and leave the day after if event is more than 8 hours and begins earlier than 12pm.

**Hotel arrangements** –We take care of all travel arrangements with the exception of the hotel reservation. We have found that our clients are more knowledgeable about the area in which the event is being held and can find a hotel close to the event with little effort. Please let us know the hotel's location, phone number, and reservation confirmation number.

**Meals** – Client pays for two meals a day.

**Transportation** – Client agrees to pay all ground transportation costs including transfers or car service.

Thanks again for choosing Pat Landaker. Expect a call from her one to two weeks prior to your event. In the meantime, should you have any questions or comments, please do not hesitate to call us at 303-379-9181. Copyright 1/2012