

Here's how we work: Inspired Legacies and its contactors (as of 3/2010)

1. Exchange options for our work –email us your ideas and estimated date(s) . We will send you ideas or have a call if useful once you have reviewed our note on ideas, the fee schedule and program possibilities. Ideally this will be at least 4 months in advance so we are sure to reserve your date.
2. Receive from you, 3 desired outcomes at this stage.
3. Get approximate date(s) for you, then check against our calendar and confirm and tentatively hold the dates.
4. We then draft a contract, and will need the responsible party, their email and address, and fax/and website. And if it's a half, one day or two day events.
5. Sign contract and received deposit within 10 days of signature for half or more to receive 5% -10% off. (For reductions in costs, we include payment options in the contract.) Travel costs are additional and will be estimated in the contract, as will copies.

We cannot begin the full planning process until the signed contract and the check deposit at least has been received by our office.

6. Begin full planning process (up to 5 hours of team planning time by email, plus 3 hours of prep time and travel time included in day rate.)
7. Have a least 2 planning calls in advance, for up to 1 hour each reviewing invite, producing bullets for invites if helpful,, panel questions or calls, etc (photo and bio as well if needed)
8. Help with media interviews (1-2 interviews included in fee if by phone)
9. Have housing booked & paid for **in advance** (hotel costs, paid by contractors)
10. Inspired Legacies and Tracy to receive within 2 weeks of the final events, a summary on logistics and timing of each event
11. At least 3 days before, check in call or email about final numbers so Tracy brings copies for each event, or this matter is settled on logistics weeks in advance.
12. Program execution. **Final payment check at or before event.** Travel expenses upon receipt of final invoices. Final thank yous and additional feedback or closure. Thank you! For direct contract w/ Tracy Gary, tracygary1@gmail.com

