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This Agreement between Fitchburg State University, Alumni Relations and Janet L. Parnes, Etiquette Consultant concerns a business-dining workshop. The workshop will be part of Brand Yourself: Alumni Networking and Etiquette Dinner. Details are as follows:

Date: Thursday, February 16, 2017

Time: 6:30-8:30 PM

Location: Hammond Hall Campus Center

Fee: \$650 (price for up to 50 attendees)

Terms: Net 30 days

Federal Tax ID: 04-3552104

Fitchburg State University will cater the Dinner and supply a laptop, projector, screen, pointer and lavalier. If a lavalier is unavailable, a wireless mic will be provided. Ms. Parnes will bring the presentation on a thumb drive. The presentation will have been created on a PC.

Ms. Parnes will email Emily Austin-Bruns a copy of the PowerPoint presentation by February 1. Once approved, Ms. Parnes will email Ms. Austin-Bruns the handout for Fitchburg State to copy and distribute at the Dinner.

Fitchburg State University agrees that the Dinner will not be videotaped (or audio recorded) in its entirety. However, segments of the presentation may be taped/recorded.

Cancellation Policy:

Cancel before January 19 - no charge

January 20 -February 9 - \$300

February 10- February 16 - \$650

Cancellation fee will be waived if Dinner is rescheduled and takes place within one year.

Date: January 9, 2017

Janet L. Parnes

Date: _____

Fitchburg State University