

PHIL HARBRIDGE

OUR PROCESS - HOW WE WORK WITH YOU

As is the case for many creative people, Phil finds putting a price on his work challenging, and the process of negotiating a fee or honorarium demanding. This is where Kay is so helpful. Her job is to work with you to schedule dates, negotiate fees or honorariums, finalize a booking contract and coordinate travel arrangements.

Here are the steps involved in the process: (it's simple)

- You initiate an expression of interest in hiring Phil by contacting Kay with some basic info about your event (see list below)
- Kay will respond to let you know if Phil is available, and if so, will suggest a fee or honorarium based on the information you've provided
- Phil will be in touch by phone to discuss the event (theme, tone, topics to cover, etc.)
- Assuming after the initial phone call that you and Phil both feel that he would be a good fit for your event, Kay will work with you to complete a simple contract, which details the terms of Phil's participation and the agreed upon fee or honorarium
- Phil will begin developing his presentation for your event. In addition to the initial phone meeting, he will want to meet or speak on the phone with you at least once more before your event, possibly more often depending on the topic, audience, etc.

Following is a list of the information we'll need in order to respond with a confirmation of availability and a suggested fee or honorarium:

Event dates, and whether they are tentative or firm

Name of sponsoring or hosting organization, and their website address

Event venue (for now we just need to know what/where, e.g. Retreat Centre, Mt Baker WA)

Event duration (days); number of times you'd like Phil to speak, and for how long each time

Event topic or theme (if one has been determined)

Audience info including: number of people, age range of audience; ratio of believers to pre-believers, and ratio of males to females

Your contact info (name, phone numbers, e-address)

To initiate an expression of interest, please communicate the above details about your event to Kay either by e-mail at: kay@philharbridge.com or by fax at: 604.241.5930

www.philharbridge.com