



December 2, 2013

Mr. Lawrence Williamson, Jr.
Director Curator: Art Exhibits Bricker Hall
The Ohio State University Office of Diversity
and Inclusion, Frank W. Hale, Jr., Black Cultural Center
153 West 12th Avenue
Columbus, Ohio 43210-1389

Dear Dean Baker:

Speakers Unlimited, Inc. is pleased to inform you that the following speaker has been confirmed for your event.

MS. DONNA BRAZILE
Thursday, January 16, 2014
The Ohio State University 's
Dr. Martin Luther King, Jr. Observance

Speakers Unlimited, Inc. has enclosed a set of contracts, an invoice and a questionnaire for this event.

WE WOULD APPRECIATE YOUR SIGNING AND RETURNING A COPY OF THE CONTRACT AND THE QUESTIONNAIRE.

All travel is included in the fees. Hotel accommodations are to be made by and paid for by the sponsor.

A photograph and biographical material will be emailed. To ensure the speech is appropriate for your event, please type or print the enclosed questionnaire. Speakers Unlimited, Inc., would like to receive as much information as possible about the event, i.e., programs, and announcements.

As we get closer to the engagement date, Speakers Unlimited, Inc., would like to be advised regarding the person picking Ms. Brazile up at the airport and other pertinent information.

Thank you, for allowing Speakers Unlimited, Inc. to serve you.

Very truly yours,

Barbara Schmidt Vance

enclosures



8201 16th Street, Suite 708
Silver Spring, MD 20910
www.suispeakers.com

301-608-3522, 866-608-3523 (P)
301-608-3532 (F)
suivance@aol.com

December 2, 2013

SUI INV.#3254

CONTRACT

SPEAKER MS. DONNA BRAZILE

SPONSOR: The Ohio State University, Office of Diversity and Inclusion, Frank W. Hale, Jr.
Black Cultural Center: 153 West 12th Avenue, Columbus, Ohio 43210-1389

ON SITE CONTACT: Mr. Lawrence Williamson, Jr. Director Curator Art Exhibits
Bricker Hall, (614)292-0074

TERMS: Ten-Thousand-Eight-Hundred-Dollars: This contract is contingent on receipt of a signed
contract and payment information. See the enclosed invoice for expenses and details.

DATE OF APPEARANCE: Thursday, January 16, 2014

EVENT: Dr. Martin Luther King, Jr. Observance for Columbus State Community College

TOPIC: Remember! Celebrate! Act! A Day On! Not a Day Off!

EVENT LOCATION: The Ohio State University, Columbus, OH

SCHEDULE: Thurs. 1/16/14-9:36 A. M. Ms. Brazile will be picked up at 7:15 P.M., she
will arrive at green room 7:30 PM, Introduction & speak-8: P.M.-8:45 PM. Reception to
follow-9:00-9:30 PM

AUDIENCE: 800-1000 Students, Faculty & Community **ATTIRE:** Business **PUBLICITY:** Emailed

ADDITIONAL INFORMATION: Ms. Brazile will speak for 30/35 minutes.
She will return to the hotel at 9:30 PM. Ms. Brazile will depart Columbus, OH at 10:16 A.M.

**ALL CHECKS SHOULD BE MADE PAYABLE TO SPEAKERS UNLIMITED, INC. and mailed to
8201 16th Street, Suite 708, Silver Spring, Maryland 20910.
Attention: Ms. Barbara Schmidt Vance.
Please sign and return one copy of this Contract with Deposit.**

[Signature] 20 Dec 2013
Accepted by: Date

[Signature]
Accepted by Speakers Unlimited, Inc.
12/2/13

This contract is subject to the conditions set forth on the back page which are part of this contract and the enclosed invoice. It is further agreed that this contract is not valid until the Bureau receives a fully executed copy of the contract between SPEAKERS UNLIMITED, INC., Ms. Donna Brazile and The Ohio State University. The speaker will be picked up and returned to the airport of their destination. Hotel accommodations will be provided by the sponsor. Only the hotel room rate, taxes and local telephone calls will be billed to and paid for by the sponsor. The sponsor will not be responsible for any additional charges or costs.

addressing the issues of our time



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addressing the issues of our time



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Speakers Unlimited, Inc. Fed. I.D. # 52-1651303

SUI. INV.#3154

Dunn & Bradstreet #:
13-963-1238

Reference: Mr. Lawrence Williamson, Jr. Director, Curator: (614)292-0074

EXPENSE/BILLING INVOICE

Purchase Order #:

Invoice#:

Speaker: Ms. Donna Brazile

Date: Thursday, January 16, 2014

Organization: The Ohio State University, Office of Diversity and Inclusion

Address: Frank W. Hale, Jr. Black Cultural Center: 153 West 12th Ave., Columbus, OH 43210-1389

SPEAKERS FEES:

\$10,800.00

TRAVEL: INCLUDED IN FEE

MEALS: Will be provided by the sponsor

HOTEL: One night will be provided by the sponsor

GROUND TRAVEL: Will be provided by the sponsor

TOTAL AMOUNTS DUE UPON RECEIPT: A Signed Contract & method of payment.

FINAL PAYMENT DUE BY THE COMPLETION OF THIS EVENT: \$10,800.00

UPON RECEIPT OF THIS INVOICE, PLEASE SEND ALL DEPOSITS, CREDIT CARD NUMBERS, PURCHASE ORDER NUMBERS AND/OR INVOICE NUMBERS TO SPEAKERS UNLIMITED, INC. A 5%CHARGE WILL BE ADDED TO ALL INVOICES PAID WITH A AMERICAN EXPRESS, VISA OR MASTER CARD. ALL HOTEL RESERVATIONS AND OTHER RELATED EXPENSES ARE DUE 15 DAYS IN ADVANCE OF THE EVENT.

PLEASE MAKE ALL CHECKS PAYABLE TO SPEAKERS UNLIMITED, INC.
ATTENTION: MS. BARBARA S. VANCE AND
MAIL TO 8201 16TH STREET, SUITE 708, SILVER SPRING, MARYLAND 20910,
(301)608-3522, (301)608-3532 (FAX)

THIS INVOICE IS A PART OF THE ATTACHED CONTRACT AND ALL OF ITS CONDITIONS.

Thank You.

addressing the issues of our time

Flight Details

Thu., Jan. 16, 2014 | Washington, DC (IAD - Dulles) to Columbus, OH (CMH)

Depart: 8:03 a.m. Thu., Jan. 16, 2014 Washington, DC (IAD - Dulles)	Arrive: 9:36 a.m. Thu., Jan. 16, 2014 Columbus, OH (CMH)	Travel Time: 1 hr 33 mn	Distance: 299 miles	Flight: UA3891 Operated by REPUBLIC AIRLINES DBA UNITED EXPRESS. Aircraft: Bombardier Q400 Fare Class: United First (P) Meal: None No Special Meal Offered.
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Note: Flight 3891 is serviced by a non-jet equipment type.

Fri., Jan. 17, 2014 | Columbus, OH (CMH) to Washington, DC (IAD - Dulles)

Depart: 10:16 a.m. Fri., Jan. 17, 2014 Columbus, OH (CMH)	Arrive: 11:35 a.m. Fri., Jan. 17, 2014 Washington, DC (IAD - Dulles)	Travel Time: 1 hr 19 mn	Distance: 299 miles	Flight: UA3872 Operated by REPUBLIC AIRLINES DBA UNITED EXPRESS. Aircraft: Bombardier Q400 Fare Class: United First (P) Meal: None No Special Meal Offered.
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