

CHOICE & CONSEQUENCE™ (CC) POLICY FOR SERVICES
“THE REAL INSIDE STORY™”

PAYMENT POLICY

All accounts are due and payments must be received in our office within 30 days of the date service was provided. **Your presentation date will not be confirmed** until the contract is completed, signed, and is returned electronically or printed and mailed to the CC office in Mount Vernon. You can download all the necessary documents from the web site at <http://www.choiceandconsequence.org>. If payment is not received within 30 days of the completion of service, a late notice with a \$25 late fee will be sent with a request to remit payment and again at 60 days. After 90 days, the account may be turned over for collection. Please fill out the location completely on the contract. We want to be able to find you on your organ lady day!

CANCELLATION POLICY

Fees will be assessed as follows: Cancellation within two weeks of the event, an administrative fee of \$25.00 may be charged. Cancellation the day before, or on the day of the event, payment of your invoice in full may be charged. Exceptions to this policy may be made at director’s discretion and may depend on whether or not the day could be rescheduled with another customer.

PHOTOGRAPHS, RECORDING, AND FILMING

Filming or recording of TRIS, or any of the classes taught by CC is expressly forbidden without prior permission from the Board of Directors. Photographs may be taken of any of the presentations. Often photographs of parents and children are taken to use in our marketing campaigns. We will have the authorization forms with us on your event day and is required for anyone wishing their photo to be used by CC or by the media. This form is also available on the web site and can be completed on line and sent to CC via email. We hope you will remind your participants to bring a camera to take photographs after TRIS so they can show their friends and family the organs, opening the opportunity for a dialogue and extending the presentation far beyond the event. We encourage you to invite the media to cover your event.

PRESENTATION REQUIREMENTS: We provide between one and five TRIS presentations a day and need a lunch break of ½ hour. The time required for a complete presentation is between 60-90 minutes for lecture style, depending on audience size. If you are running TRIS throughout the day for your employees, please keep audience size to 150 or under and allow the longer time. Somebody must meet us one hour prior to start time to allow us to set up, and tables prepared in advance of that. We can also do TRIS health fair style where participants view the organs, put on gloves and continually rotate through the tables. Some customers want a combination of both styles, such as health fair style in the morning and then a lecture style at some other point in the day. For lecture style it is best to select a location where participants can be seated. The “organ ladies” are vey flexible to meet your needs so please call your specific presenter if you have questions about the set up. (Colleen 360-422-5704 / Kathy 360-631-4204) Detailed set up guidelines are available on the web site.

THINGS TO THINK ABOUT:

- Set us up away from food tables and break rooms
- Provide a fan to circulate air near the table
- We may need someone to cover the table for short times for restroom breaks
- Depending on the length of your event, we require a ½ hour lunch break
- Setting up next to an open window or door or in a room with good circulation is important (The organs are kept in a solution of water and alcohol)