



## Sample Training Agreement

An agreement between *The Institute for Luxury Home Marketing* ("The Institute") and (Client). The Institute agrees to provide a two-day training program for the client's associates which meets the educational requirement for The Institute's *Certified Luxury Home Marketing Specialist* designation.

### **DATE**

This training will be delivered on:

**Day One Date 8:30 am to \*5:00 pm**

**Day Two Date 8:30 am to \*5:00 pm**

\*CRS testing will take place from 5:00-6:00 p.m. for the first two nights after the program for those working towards their CRS designation (26 question test each day).

### **LOCATION**

Meeting facility/city/state (client's choice):

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### **PROMOTION**

Client agrees to promote the program to its sales associates **using materials provided by The Institute for Luxury Home Marketing. Any promotional piece designed by a host must be approved by The Institute prior to distribution to potential attendees.**

### **COST**

The cost of the training and a **one**-year membership in The Institute will be on a sliding scale based on attendance\*:

A minimum of 30 registrants is required.

**Host agrees and understands that if the number of attendees is below 30, the class will be billed at the 30 registrant minimum.** Additionally, host pays travel costs for the presenter (airfare/hotel/meals).

From 30 to 39 registrants: \$475 each

For 40 to 55 registrants: \$450 each

For 56 to 100 registrants: \$425 each

For 101 to 200 registrants: \$400 each

Broker/Owners sponsoring a training session are invited to sit in on any or all of the session. The person who coordinates all the arrangements is also invited to attend. Branch/Sales Managers may audit a training session sponsored by their firm for a \$100 materials fee, to be paid in advance. They will then be provided with handouts and Laurie Moore-Moore's book *Rich Buyer, Rich Seller! The Real Estate Agents' Guide to Marketing Luxury Homes*. They will not be members of The Institute. Branch/Sales Managers who pay full fee and take the course will be members and will automatically earn the designation if they manage luxury agents in their office.

Assistants may register for the course at full fee on a space available basis. If they are licensed, assistants who complete the entire course will be members of The Institute. If they are not licensed, they will not be members. Assistants may not audit the course.

Client may choose to pass some of these costs on to its sales associates by pricing at a slightly higher cost. Please contact The Institute for guidelines.

A \$1,000 deposit will hold the date(s) for the above scheduled training course.

**Please remit this deposit along with the invoice attached to this agreement.** The balances of registration fees and travel costs for presenter are to be paid within 10 business days of receipt of the final invoice from The Institute.

#### **CANCELLATION POLICY OF PROGRAM(S)**

The deposit is forfeited if you cancel any of the classes less than 90 days out. All registrants who register with the Institute for Luxury Home Marketing to take the course will be entitled to a full refund in the instance that a class is cancelled by the host.

#### **REGISTRATION**

Registration and collection of fees will be coordinated by The Institute. Prospective attendees can register online for the course at [www.luxuryhomemarketing.com](http://www.luxuryhomemarketing.com). The Institute will provide access to registration lists upon Client request. Role will be taken and attendance confirmed on each day of training. This will ensure that those who attend receive credit for the training.

#### **INSTITUTE MEMBERSHIP AND THE DESIGNATION**

Agents who successfully complete the training will become *members* of The Institute. Those who also submit appropriate performance requirement verification **after training** will be awarded the *Certified Luxury Home Marketing Specialist* designation, which they may use in their self-promotion. Members may fulfill performance requirements at any time to earn the CLHMS designation. **Membership must remain current to earn and retain designation.** There is a small annual membership renewal fee (\$195 for 2007).

KellerWilliams agents will receive 2 years of membership with their registration fee. Agents who meet their CLHMS performance requirements and have at least two properties valued at \$1,000,000 or more will also be members of The GUILD, a select group within The Institute.

## **TRAINING MATERIALS**

All training materials will be provided by The Institute at its expense --this will include outlines, and other materials. Each attendee will also receive a copy of the book, *Rich Buyer, Rich Seller! The Real Estate Agents' Guide to Marketing Luxury Homes*, retail value \$29.95. Shipping charges of additional training materials requested within four days of program will be reimbursed by Client.

## **SPONSORS**

To offset meeting costs, hosts may acquire vendor sponsorships for breakfasts and lunches. Should you wish to provide for sponsor presentations, please add time to the agenda.

## **LOGISTICAL DETAILS**

The Institute will arrange airline transportation for its trainer. The client is asked to make hotel arrangements for the trainer. The deposit is non-refundable and will be forfeited if a program is cancelled. Scheduling a subsequent program may require a higher deposit.

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Host's Printed Name

Title

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Host's Signature Confirming Training Agreement

Date

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Waco Moore  
President

Date

The Institute for Luxury Home Marketing

### **Please Note:**

#### **Hotel Sleeping Room Request**

Contract asks that the client make hotel room reservation.

Non-smoking hotel room away from elevator, ice and vending machines would be greatly appreciated. Also, please alert the hotel that trainer may require an early check in. Remember that if you have a hotel food function, often the hotel will provide a room for the speaker at no cost. Be sure to ask, when you schedule your function.

#### **Airfare Information**

Please note: Airfares have risen substantially. Our policy is to purchase airline tickets only after we have received a signed agreement and deposit confirming the date. Confirming your date by forwarding your deposit and signed agreement as soon as possible will help to ensure that we can obtain the best airfare for you.