



Booking Function First Coaching for Your Event

Dear Organization/Event Planner,

Thank you for considering Function First Coaching for your upcoming event. We are excited about the opportunity to collaborate with you and deliver impactful presentations and workshops tailored to your audience's needs.

As part of our commitment to transparency and efficiency, we want to provide you with a clear breakdown of the additional travel costs associated with booking Function First Coaching for events in North America. Please find below the details of these costs in USD:

Additional Travel Costs:

- **Accommodations (3.5 - 4 stars):** \$120 - \$250 per night. These rates are approximate and may vary depending on location and availability. Please note that taxes and fees may apply.
- **Meals:** Estimated at \$15 for breakfast, \$20 for lunch, and \$40 for dinner per person per meal. We strive to accommodate dietary preferences and restrictions for all attendees.
- **Travel:** The cost of flights and car rentals, if applicable, will be arranged and reimbursed separately. We are flexible with travel arrangements and can accommodate specific preferences or requirements.
- **Travel Time:** A charge of \$500 for a half day is applicable if the presenter is unable to engage in billable activities due to traveling. This fee covers the presenter's time and expenses incurred during travel.
- **Rescheduling Fee:** A rescheduling fee of \$120 applies under certain circumstances. Please contact us for more information on rescheduling policies and exceptions.

Booking Process:

To book Function First Coaching for your event, please reach out to us with your event details, including dates, location, and audience size. We will provide you with a personalized quote and discuss any specific requirements or preferences you may have.

Organizing a Group:

Our organization facilitates the acquisition of Dive Into a Coach Approach™ certification, recognizing its profound positive impact on organizational culture and performance.

For our Level 1 signature training, available both in-person and virtually, we maintain consistent pricing across all content. Discounts are not applicable for groups of 12 or fewer participants. However, for groups of 13 or more, please reach out to us to explore potential discounts.

Our **Level 2A – Relationship Mastery** and **2B- Technical Mastery** training sessions, which can be conducted in person over four business days or virtually, offer savings per person based on group size. Below, we provide examples of the savings available for different group sizes.

- 6 people: \$1914 per person
- 7 people: \$1781 per person
- 8 people: \$1725 per person
- 9 people: \$1668 per person
- 10 people: \$1611 per person
- 11 people: \$1555 per person
- 12 people: \$1498 per person

For **Level 3 – Live Implementation** training, conducted exclusively virtually, we offer tiered pricing based on group size, with the cost per person decreasing as the group size increases. Below are the prices per person for different group sizes:

- 3 people: \$1397
- 4 people: \$1355
- 5 people: \$1315
- 6 people: \$1275

Contact Information:

For inquiries and bookings, please contact us at info@functionfirstcoaching.com or 1+778-938-2008. You can also visit our website at <https://www.functionfirstcoaching.com> for more information about our services and presenters.



We look forward to the possibility of working together to make your event a success. Thank you for considering Function First Coaching as your partner in delivering engaging and impactful presentations.

Please do not hesitate to contact me if you have any additional questions. I consider it an honor and look forward in supporting you and your team in this transformative professional development journey.

Best regards,

A handwritten signature in black ink, appearing to read "Hélène Thériault", written in a cursive style.

Hélène Thériault, BScOT, MAdEd, MCC

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