



404-610-4432 info@spikedcommunicationsllc.com www.spikedcommunicationsllc.com



@SpikedComm



SpikedCommunications

PREMIERE COMMUNICATIONS CONSULTING AND DEVELOPMENT

April 28, 2021

City of Forest Park
City Manager & Mayor's Office
Dr. Marc-Antonie Cooper
Via: Email

RE: Public Affairs & Community Engagement

Thank you in expressing an interest in **Spiked Communications, LLC.** and allowing us to present this proposal for Communications Consulting to serve provide public affairs and community engagement consulting.

Spiked Communications, LLC. is a communications consulting firm that specializes in the art of communication and media development ranging from media/public relations to crisis communications as well as writing and strategic communications planning. At **Spiked Communications, LLC.,** we believe that our job is to assist, train and develop our clients using traditional and non-traditional methods to help them reach their desired communication goals.

Spiked Communications, LLC. is prepared to deliver extraordinary service with exceptional results. Thank you again for your consideration of services. We look forward to with you soon. Enclosed you will find a Client Quote for Services and the **Spiked Communications, LLC.**

Objectives: Spiked Communications will provide public affairs and community engagement consulting related to heightening the city's footprint in the City of Forest Park.

- Increase City's visibility
- Promote City Initiatives
- Provide action steps to increase community engagement and outreach
- Develop a strategic communications plan
- Provide counsel in any matters pertaining to public appearances/statements, speaking engagements, and presentations.

Payment: \$6,000 Crisis Management Services/month

Length: May 2021 – July 2021

- Spiked Communications will invoice the City Manager
- **Invoice Date:** 15th day of each month
- **Invoice Due:** The last day of each month

With Kind Regards I Remain

Chata M. Spikes

President, Spiked Communications, LLC

Client Initial/Return ALL Pages



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Date: April 28, 2021

Client(s): City of Forest Park

Project: *Public Affairs & Community Engagement (City Manager/Mayor's Office)*

Objectives:

- Increase City and Mayor's visibility
- Promote city initiatives
- Provide action steps to increase community engagement and outreach
- Develop a strategic communications plan
- Provide advice and counsel in any matters pertaining to public appearances/statements, speaking engagements, and presentations.

CONSULTING OBJECTIVES/DELIVERABLES

PHASE 1: Initial Assessment of the public relations needs.

- Identify areas of critical I needs i.e. initiatives, programs and events

PHASE 2: Background Details sake of developing a communications plan

PHASE 3: Plan for communications management i.e., press conference, interviews, social media management.

PHASE 4: Execution

COST: \$6,000 /month

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AGREEMENT

This Agreement Date: **May 2021** between Spiked Communications, LLC (hereafter called Spiked) and **(CLIENT) City of Forest Park** (CLIENT) for work Spiked Communications, LLC (SCL) will complete. This Agreement defines the terms and conditions of the continuation of services to be provided to client and specifies the services for which the Client engages Spiked and the terms and conditions of the engagement. All work will be performed in a professional manner. No guarantees are made; as all sessions are for the purpose of coaching.

PAYMENT OPTIONS:

All parties agree to retain the services of Spiked Communications, LLC (SCL) as outlined above with the period commencing **May 2021** (DATE). **(CLIENT) City of Forest Park** agrees to pay Spiked Communications, LLC **\$6,000/month**
If the needs of the client change beyond the deliverables the cost associated with retaining Spiked Communications, LLC will be increased to satisfy the needs of the client; therefore, the fee is subject to change.

This professional fee to be made payable to Spiked Communications, LLC compensates Spiked Communications, LLC time, staff and services provided by, but not limited to: Chata Spikes any and all Spiked Communications, LLC employees and interns working directly under their supervision. Additionally, Spiked Communications, LLC will be compensated each month for all necessary and reasonable expenses incurred by Spiked Communications on behalf of **(CLIENT) City of Forest Park** Expenses incurred will be invoiced and made payable at the same time as the professional fee. We do not charge for phone or email/fax related expenses, and we never mark up any costs.

Any and all other additional out-of-pocket expenses require written request and pre-approval by CLIENT and costs are in addition to the Services Fee and are to be paid by CLIENT upon presentation of invoice and such further terms as stipulated hereto.

Spiked Communications, LLC and its personnel working on behalf of **(CLIENT) City of Forest Park** are considered contracted services and our staff is not to be considered employees of CLIENT.

Client understand and agrees that thereafter, this Agreement and may be cancelled by either party hereto by giving a 15-day advance written cancellation notice to the other and fees are due and/or services to be provided include those required to book, confirm, and follow-up with the relevant media sources through the final 30-day period after formal written notice is received by Client or Spiked Communications, LLC.

Such commitment would be cancelable by, Spiked Communications, LLC if any remittance due from **(CLIENT) City of Forest Park** is not paid within fifteen (15) days after receipt of invoice.

This contract reflects a consecutive contractual commitment. In the event of nonpayment, CLIENT will pay reasonable attorney's fees. A service charge of 15% of total invoice will be made on past due balances. By signing this contract, you are accepting full responsibility for on-time payment.

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ACKNOWLEDGEMENT AND ACCEPTANCE

By signing below, I/We accept the terms and acknowledge receipt of the Spiked Communications, LLC Client Quote.

Signature/Printed Name

Date

Address:

Phone:

Email:

Chata M Spikes

CONSULTANT: Chata M. Spikes
Spiked Communications, LLC.
404-610-4432
info@spikedcommunicationsllc.com

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