



Brownsville Independent School District

Agenda Category: General Function Board of Education Meeting: 09/01/2026

Item Title: Pyramid Educational Consultants X Action
Special Education SY 2026-2028 Information
Discussion

BACKGROUND:

PECS® (Picture Exchange Communication System®) is a unique alternative/augmentative communication system that has successfully been implemented worldwide with thousands of learners of all ages who have various cognitive, physical and communication challenges. Specific prompting and reinforcement strategies that will lead to independent communication are used throughout the protocol. The protocol also includes systematic error correction procedures to promote learning if an error occurs. Verbal prompts are not used, thus building immediate initiation and avoiding prompt dependency. The primary goal of PECS is to teach functional communication. Research has shown that some learners using PECS also develop speech.

FISCAL IMPLICATIONS:

Estimated usage from the 2026-2028 Innovative Services for Students with Autism Grant
Certification Training and Material \$120,000.00

RECOMMENDATION:

Recommend approval of proceeding with PECS to meet the goals set forth in the AU grant of training all Unit Teachers and evaluation staff in PECS for improved student growth and outcomes.

Adriana Lippa
Submitted by: Principal/Program Director

Adriana Lippa
Recommended by: Program Director

Dr. Alma Cardenas-Rubio
Approved by: Assistant Superintendent

Approved for Submission to Board of Education:

Dr. Timothy E. Cuff
Dr. Timothy E. Cuff, Superintendent

APPROVED

DATE 8/13/26

Delia Rky



AN EARLY COLLEGE DISTRICT
BROWNSVILLE
INDEPENDENT SCHOOL DISTRICT

REQUEST FOR SOLE SOURCE AFFIDAVIT

For a claim of sole source, the requesting vendor must provide the information below and affirm by signature, that the item being offered meets the requirements of the law. For questions or clarification of the sole source process, call the Procurement Services Department at 956-548-8361. The Brownsville Independent School District Procurement Services Department shall be the sole determinant as to applicability and approval of an application and the item(s) offered. The document must be notarized to be considered. By acceptance and approval of a vendor's sole source affidavit by the District does not guarantee nor create a promise that the District will purchase the product during the approval period. Affidavit expires on the one-year anniversary date from Subscribed and Sworn date noted below.

Vendor Justification and Affirmation

Sole Source Vendor Contact Information

Company	Pyramid Educational Consultants, LLC.	Contact Person	David Battista	
Address	350 Churchmans Road Suite B		Phone	302-368-2515
City	New Castle	State	DE	Zip Code 19720 Fax# 302-368-2518
Email	david@pecs.com		Web Site	www.pecsusa.com

The items described below meet the sole source criteria:

See attached sole source letter.

Check the appropriate box – failure to check one will disqualify the application

- ☒ An item for which competition is precluded due to the existence of a patent, copyright, secret process, or monopoly;
Patent#: _____ Copyright: _____ Patent Year: 2002
- ☒ A film, manuscript, or book;
- ☐ A utility service, including electricity, gas, or water and
- ☐ A captive replacement part of component for equipment

I have carefully reviewed the Texas Education Code, Section 44.031 and hereby certify that our company meets and complies with Section (j) of the above-mentioned code for the sale of the item(s) described above.

By signature below, I, am authorized representative of the company listed above, affirm that the is/are no other like item(s) available for Purchase that would serve the same purpose or function, and there is only one source for the above named item(s) due to exclusive distribution or marketing rights. I also understand that by falsifying the claim of sole source will remove my company from the Brownsville ISD vendorslist for a period not to exceed three (3) years. We further certify that pricing offered to the Brownsville ISD is the lowest pricing available to similar customers.

David Battista

Authorized Signature

Director of Operations

Title

8/13/26

Date

Notary Public Requirement

SUBSCRIBED AND SWORN to before me on the 13th day of August 20 26

Notary Public, State of Delaware county of New Castle Date Commission Expires: June 10, 2029

Roxanne M. Hunter
Notary Signature

Roxanne M. Hunter
Notary Printed Name



Notice: A person commits a felony if she/he knowingly makes a false entry in a governmental record.
Texas Penal Code, Section 37.06



AN EARLY COLLEGE DISTRICT

BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

Sole Source Justification Form

Section A:

Requisition No.:	Department:
Recommended Vendor (s), if any: Pyramid Educational Consultants, LLC.	Date: 8/13/26
	Estimated Cost: \$169,185.00
Estimated Hours for Consulting Engagement: ☐	Contact Person: David Battista
New Purchase Yes	Budget Code:
Ongoing Purchase/Renewal ☐	
If an ongoing purchase/renewal, what was the prior year expenditures\$	
Does this purchase request for this ongoing purchase/renewal represent an increase or a decrease in price? (Please explain in detail) N/A	

Instructions: Completion of this form is required in advance of all Sole Source purchases in excess of \$50,000.00

Requesting Department must complete this form stating that the product is exclusively sold by the vendor and cannot be purchased from any others. The written Justification is not a justification to purchase. Texas Law requires that the decision to purchase sole source products be Justified. This form is a Justification of the need for something that is unique about the product that precludes competition.

I hereby certify that Only One source (vendor) exists for the required product ("sole source").

Compliance with Texas Education Code 44.031 is not required for purchases that are available from only one source, including:

1. An item for which competition is precluded because of a patent, copyright, secret process, or monopoly.
2. A film, manuscript, or book.
3. A utility service, including electricity, gas, or water.
4. A captive replacement part or component for equipment.

The sole source exception shall not apply to mainframe data processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.

The sole source exception shall not apply to mainframe data processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.

Section B:

1. In 'layman's terms', describe the purpose or function of the required product.

Pyramid Educational Consultants, LLC is the sole source and sole provider of the PECS® and Pyramid Approach to Education® products, training, and consultation services. Included in this purchase, Picture Exchange Communication System®, PECS®, and Pyramid Approach to Education® are registered trademarks of Pyramid Educational Consultants, LLC. Andy Bondy and Lori Frost own the intellectual property rights for the majority of services and products offered by Pyramid Educational Consultants. The specified products and services are available exclusively through Pyramid Educational Consultants.

2. If the particular product was not available or could not be procured, what would be the substantial risks for the department? How would the department proceed with its work?

If these products and services could not be procured, the District would be unable to proceed with its planned use of official PECS® and Pyramid Approach to Education® products, training, and consultation services. Because Pyramid Educational Consultants is the sole source and sole provider of these specific products and services, the District would need to pursue an alternative program or approach that would not constitute official PECS® or Pyramid Approach to Education® materials, training, or consultation.

3. Identification of the unique feature(s) or characteristic(s) and specification(s) of the requested product that will serve as the basis for the sole source justification.

Pyramid Educational Consultants, LLC is the sole source and sole provider of the PECS® and Pyramid Approach to Education® products, training, and consultation services included in this purchase. Picture Exchange Communication System®, PECS®, and Pyramid Approach to Education® are registered trademarks of Pyramid Educational Consultants, LLC. Andy Bondy and Lori Frost are the developers of PECS®, and Andy Bondy is the developer of the Pyramid Approach to Education®. Andy Bondy and Lori Frost own the intellectual property rights for the majority of services and products offered by Pyramid Educational Consultants. The specific PECS® and Pyramid Approach products and services included in this purchase are available exclusively through Pyramid Educational Consultants.

4. Provide evidence of the research that was completed, identifying all other sources that were evaluated (including the names, manufacturers, model numbers, etc.) and the reason they were found to be unsatisfactory for the intended use or in meeting project goals. Attach copies of all information collected from other vendors. Sufficient detail must be included to show that the marketplace has been canvassed to locate acceptable competitive products. This section must relate to the explanation of need for the unique specifications and should serve to support a finding that the stated need cannot be met with competing products.

The requested products, training, and consultation services are proprietary PECS® and Pyramid Approach to Education® offerings for which Pyramid Educational Consultants, LLC is the sole source and sole provider. There are no other vendors or authorized resellers from which these specific products and services can be procured. PECS® is an evidence-based practice that has been researched since 1994, with an expanding body of research supporting its effectiveness across learners of various ages, diagnoses, and settings. More than 260 research articles and literature reviews related to PECS® have been identified. Generic picture-based communication products, training, or consultation offered by other vendors would not constitute equivalent PECS® products or services. Pyramid Educational Consultants' Sole Source letter is attached as supporting documentation.

5. Will this purchase obligate Brownsville 15D to a particular vendor/provider for future purchases? Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item; will Brownsville 15D need more "like" items or services in the future to match this one?

This purchase does not contractually obligate Brownsville 15D to make future purchases from Pyramid Educational Consultants. However, should the District choose to purchase additional official PECS® or Pyramid Approach to Education® products, training, or consultation services in the future, these specific products and services are available exclusively through Pyramid Educational Consultants as the sole source and sole provider.

6. Describe the actions the department will take to overcome the present barriers to competition prior to any future procurement of this product.

The present barriers to competition are inherent to the proprietary nature of the requested PECS® and Pyramid Approach to Education® products and services. Pyramid Educational Consultants, LLC is the sole source and sole provider of these specific products, training, and consultation services. Prior to any future procurement, the District may review its needs and available alternatives to determine whether PECS® and/or Pyramid Approach to Education® products and services remain necessary. If these specific products or services continue to be required, the sole-source condition will remain.

7. What will be the estimated cost for this purchase, explain why the suggested price for this product is considered to be fair and reasonable.

The estimated total cost of the purchase is \$169,185, consisting of \$70,785 in products and approximately \$98,400 in training and consultation services. Product pricing reflects Pyramid Educational Consultants' standard pricing. Training services are based on standard pricing with a discount provided to the District. The pricing is considered fair and reasonable based on Pyramid's established pricing for these proprietary products and services and the discount applied to the training portion of the purchase. Final training-related costs may vary based on the quantity of training materials ordered by the District.

Section C:

Name of the person who prepared this request and justification:

Name: David Battista Position: Director of Operations
Department: Operations Date: 8/13/26

I hereby certify that the above request and Justification is accurate and complete to the best of my knowledge and belief.

David Battista Date: 8/13/26
Signature

Procurement Approval: A good faith review of available vendors for the request noted on this form has been completed.

Signature -Administrator/ Principal Date: _____

Approved as to funding/business terms.

Signature - Funding Source Administrator Date: _____

I hereby approve the above request and justification.

Signature – Procurement Services Director Date: _____



350 Churchmans Road, Suite 8
New Castle, Delaware 19720
888.732.7462 Toll Free
302.368.2515 Phone
302.368.2516 Fax

July 1, 2026

To whom it may concern,

Thank you for your interest in Pyramid Educational Consultants' Sole Source status for our training, consultation services, and products.

Pyramid Educational Consultants was founded by Andy Bondy, PhD, and Lori Frost, MS, CCC-SLP. Andy Bondy and Lori Frost are the developers of the highly acclaimed Picture Exchange Communication System® (PECS®), and Andy Bondy is the developer of the Pyramid Approach to Education®. Andy Bondy and Lori Frost own the intellectual property rights for the majority of services and products offered by Pyramid Educational Consultants. Picture Exchange Communication System, PECS, and Pyramid Approach to Education are the registered trademarks of Pyramid Educational Consultants, LLC.

Pyramid Educational Consultants is the **Sole Source** and sole provider for the following PECS and Pyramid Approach to Education training and consultation services:

- PECS® Level 1 Training
- PECS® Level 2 Training
- PECS® for the Support Team
- PECS® Consultation
- PECS® Certification
- Pyramid Approach to Education® Overview
- Pyramid Approach to Education® Basic Training
- Pyramid Approach to Education® Program Evaluation
- Pyramid Approach to Education® Consultation
- Pyramid Approach to Education® Certification
- PECS® Fact or Fiction
- Transitioning from PECS® to SGDs
- Refresh Your PECS®

Please note that organizations can invite Pyramid Educational Consultants to provide the services specified above. In this instance, the hosting organization has no intellectual property rights to the provided services. The rights remain those of Andy Bondy and Lori Frost.

Pyramid Educational Consultants is the **Sole Source** and sole provider of the following items:

- PECS® Communication Book (Large, Small, and Mini)
- PECS® Insert Pages, Tabbed – Set of 6 (Large and Small)
- PECS® Insert Pages, Non-tabbed – Set of 6 (Large and Small)
- Mini PECS® Insert Page
- Sentence Strip™ (Large, Small and Mini)
- Pics for PECS® CD® & Download® (Copyright 2005 to 2020 inclusive)
- PECS® 151 Picture Set (Large and Small)
- Universal "No" Symbols
- Universal No Page- Individual or Set of 5 (Large and Small)
- *The Picture Exchange Communication System® (PECS®) Training Manual, 3rd Edition®* (Copyright, 2024)
- *The Pyramid Approach to Education®, 2nd Edition®* (Copyright, 2011)
- *Pyramid Approach to Education® in Autism: Lesson Plans for Young Children®* (Copyright, 2005)

- *Where Are We Going?*® Books Set (*To the Dentist, To the Grocery Store, To the Doctor, To the Restaurant, and To the Hair Salon*) (Copyright, 2014)
- PECS® Activity Binder
- PECS® Activity Board
- PECS® Tabbed Activity Boards- Set of 4
- Visual Strategies Tool Kit
- Large Visual Reinforcement Cards- Set of 5
- Small Visual Reinforcement Cards- Set of 3
- Earn Do Cards- Set of 5
- Mini Schedule
- Compact/Traveling Schedule Board
- Visual Schedule
- Schedule Pictures
- Break Card- Set of 10
- Help Card
- Wait Card
- Mini Help, Break and Wait Set
- Show and Go
- Community Travel Pack
- Standard Classroom Pack
- Standard Individual Student Pack
- Tolerating No Pack (Large and Small)
- PECS® Starter Kit
- Color Container Activity
- Song Activity Kit
- Story Book Activity (*Caterpillar, Zoo, Polar Bear, Brown Bear and Set of Four (4)*)
- Find-It-Beanbags Activity (*Food, Animal and Set of Two (2)*)
- My Favorite Things® (Copyright, 2010)
- PECS® Posters- Set of four (4) (*includes Create and Wait, 4-Step Error Correction, Correspondence Checks and PECS Phases*)

If you have any questions, need further assistance, or would like to obtain a complete list of Pyramid Educational Consultants' services and products, please feel free to contact me directly by calling 888-732-7462 or email david@pecs.com.

Yours sincerely,

David Battista

David Battista
 Director of Operations
 Pyramid Educational Consultants, LLC.
 350 Churchmans Road, Suite B
 New Castle, Delaware 19720
 888.732.7462 Toll Free
 302.368.2515 Phone
 302.368.2516 Fax



August 14, 2026

Dear Adriana,

The following is the service agreement for your upcoming scheduled PECS Level 1 Training. Enclosed you will find the following forms:

- **Memorandum of Agreement**
- **Supplementary Details Form**
- **Audio Visual Checklist**
- **Information Worksheet**
- **Travel Worksheet**

The *Memorandum of Agreement*, *Supplementary Details Form*, *Information Worksheet*, and *Travel Worksheet* will all need to be reviewed, completed, signed, and either faxed or scanned/ e-mailed to my attention in order to secure the dates by **September 6, 2026**. Failure to return all the necessary forms by the date listed above will void any date(s) being held for you.

Once our business office receives all the necessary paperwork, our Client Service Coordinator, Kristina Besaw will be in contact with you to discuss materials and details for the service dates. If you have any questions regarding the logistics for this training, you may contact Kristina Besaw directly at kbesaw@pecs.com or 302.368.2515.

Best Regards,

David Battista
Director of Operations
Pyramid Educational Consultants
350 Churchmans Road, Suite B
New Castle, DE 19720
Phone: 888-732-7462
Fax: 302-368-2516
Website: www.pecs.com
Email: david@pecs.com

MEMORANDUM OF AGREEMENT BETWEEN PYRAMID EDUCATIONAL CONSULTANTS, LLC. AND BROWNSVILLE ISD

DATE	SERVICE	PRESENTER	PRESENTER FEES	ESTIMATED EXPENSES	
				TRAVEL	LODGING
September 28, 2026	PECS Level 1 Training	Molly Lingo, M.Ed., BCBA	\$3,150.00	\$1,200.00	\$165.00
September 29, 2026	PECS Level 1 Training		\$3,150.00	N/A	\$165.00
September 28, 2026	PECS Level 1 Training	Jill M. Waegenaere, M.A., CCC/SLP	\$3,150.00	\$1,200.00	\$165.00
September 29, 2026	PECS Level 1 Training		\$3,150.00	N/A	\$165.00
September 30, 2026	PECS Level 1 Training	Molly Lingo, M.Ed., BCBA	\$3,150.00	N/A	\$165.00
October 1, 2026	PECS Level 1 Training		\$3,150.00	N/A	\$165.00
September 30, 2026	PECS Level 1 Training	Jill M. Waegenaere, M.A., CCC/SLP	\$3,150.00	N/A	\$165.00
October 1, 2026	PECS Level 1 Training		\$3,150.00	N/A	\$165.00
October 2, 2026	PECS Parents & Admin	Molly Lingo, M.Ed., BCBA	\$3,150.00	N/A	\$165.00
October 2, 2026	PECS Parents & Admin	Jill M. Waegenaere, M.A., CCC/SLP	\$3,150.00	N/A	\$165.00
WORKSHOP		REQUIRED PRODUCTS		PRICE PER UNIT	
PECS Level 1 Training		Pre-Bound Handout Packets		\$8.00 per participant	
		3 rd Edition PECS Training Manual		\$89.00 per participant	
*A 15% shipping/handling fee will be added to the total amount of required materials ordered for your workshop					
Total cost for presenter fees, expenses, materials for 140 participants, s/h = \$51,167.00					
ASHA CEUs	If you elect to obtain American Speech-Language-Hearing Association Continuing Education Units (ASHA CEUs) for your organization's participants, the following fee will be assessed.				\$175.00 per event
BACB CEUs	If you elect to obtain Behavior Analyst Certification Board Continuing Education Units (BACB CEUs) for your organization's participants, the following fee will be assessed.				\$175.00 per event

Please check the box if your district and/or organization will require: ASHA CEUs ☐ BACB CEUs ☐

ASHA CEUs AND COURSE CREDIT

The client is responsible for submitting and paying for any credits offered to participants. Pyramid Educational Consultants does not automatically register client hosted workshops for ASHA credits, teacher credits, or other organizational credits. We offer the option to register a course with ASHA; however, the client must contact the Pyramid ASHA Administrator, David Battista, at least 30 days prior to the service start date to be eligible. ASHA CEUs cannot be acquired after the workshop start date. The ASHA CEU fee is charged per event. Please confirm ASHA CEUs by checking the above box on this document and the necessary documentation will be provided. Any promotional materials including ASHA CEU information must be approved by Pyramid prior to distribution.

BACB CEUs

The client is responsible for indicating and paying for any BACB CEUs offered to participants. Pyramid Educational Consultants does not automatically process client hosted workshops for BACB CEUs. If the client would like to offer BACB CEUs, they must alert Pyramid Educational Consultants when scheduling the service to confirm eligibility and requirements. BACB CEUs cannot be issued retroactively after the workshop has taken place. BACB CEUs may only be offered when the training is delivered by a presenter who holds an active BCBA credential; if a non-BCBA presenter is assigned, BACB CEUs will not be available.

_____**CLIENT INITIALS**

EXCHANGE OF CONTRACTS

We are often asked to exchange contracts with a client. They sign ours; we sign theirs. Sometimes the contracts have conflicting provisions that are easily resolved. However, sometimes the provisions in conflict involve our Cancellations or Travel clause. We will not modify or waive either clause. ***In lieu of a signed agreement, we will accept purchase orders for training fees and materials. Purchase orders must be submitted to Pyramid three weeks prior to the training dates.**

PAYMENT

We will bill you for all services and any associated materials and expenses after services are rendered. Payment, in full, is due 30 days after the receipt of this bill. Interest will accrue at the rate of 1% per month on balances that remain outstanding after 30 days. All funds are to be paid in U.S. Dollars.

ESTIMATED TRAVEL AND LODGING COSTS

The client is responsible for the actual travel costs. If travel and lodging costs are concerns of the client, then it is the client's responsibility to ascertain, to the best of their ability, what those costs will total. Any travel or lodging costs provided are estimates. The actual cost of these items may vary substantially from our estimates. The client will be billed for our actual costs.

TRAVEL

Our team will choose, book, confirm, and pay for all of their own travel and lodging. Travel includes, but may not be limited to, airfares, train fares, rental cars, cabs, airport shuttle buses, and parking fees. Lodging shall be in a standard, business-class hotel, the price of which varies by location. Examples include, but may not be limited to, Hampton Inn, Courtyard by Marriott, Residence Inn, and Embassy Suites.

PREPAYMENT OPTION

We offer a 5% discount for prepaying consulting/training presenter fees. If you fill out the "Prepayment Invoice" section of this contract, we will send you an invoice for the fees and estimated expenses immediately after you return this document. You may prepay for your entire workshop and gain this 5% discount based on the generated invoice. After services are rendered, we will refund any overpayment (or bill you for the balance of any underpayment) that differs from the estimated expenses.

Prepayments must be made in full; no discount will be given for any partial prepayments. In either case we will provide you with copies of the documents that support our actual expenses. In no case will we provide any additional invoices, credit memos, or other documentation unless it is to correct an error. Prepayments must be received at Pyramid Educational Consultants, 350 Churchmans Road, Suite B, New Castle, DE 19720 (not just mailed, sent, postmarked, etc.) three business days before services commence.

CANCELLATIONS

If the client cancels, for any reason, the client is liable for the entire service fee (presenter fees) and any costs incurred (such as airline tickets) as of the date of cancellation. If Pyramid is able to re-book the date(s) with another client and re-use airline tickets, hotel reservations, etc. the canceling client will be liable only for any difference in service fees and any costs that could not be transferred to the new client.

GROUP SIZE

The maximum size for the PECS Level 1 Training is 80 people, with two presenters. You may not exceed this number without explicit permission to do so.

PRESENTERS/CONSULTANTS

In some cases, it may be necessary to switch presenters or consultants, due to illness, transportation delays, or cancellations. If this is the case, you will be notified as soon as possible.

CONTACT TIME

The PECS Level 1 Training requires a total of 13 hours of contact time; this does not include lunch or breaks. The recommended workshop timeframe is 8:00 am to 4:00 pm but we may be able to accommodate other requests. Participants not receiving the entire 13 hours of contact time shall not receive a Certificate of Completion.

FACILITATOR

The client is responsible for assuring that a facilitator is present for the duration of the workshop. The facilitator or onsite contact must ensure that all audiovisual equipment is set up properly and ready to use, facilitating the sign in and registration process.

ROOM SET UP

We require classroom style seating for all participants, which include table/desk area for writing and ample space for presenters to observe and make recommendations to all participants. Two chairs and two flat worktables approximately 6 feet long, 3 feet wide, and 2.5 feet high are needed in the front of the room for presenter materials. Additional audio-visual equipment is required which is specified below.

_____ CLIENT INITIALS

Pyramid Educational Consultants

The source for services designed to enhance the lives of children and adults with autism and related developmental disabilities

AUDIO VISUAL EQUIPMENT

Historically audiovisual equipment has been a key cause of presentation delays, which can result in participants not receiving the complete course and/or credit for the course. The equipment below is absolutely necessary and must be available and set up for the presenters by 7:15 A.M. each morning. It is highly suggested to have technical support available throughout the day in case of technical difficulties, which can subsequently delay a portion of the training. We have included a form in your contract package, which outlines the necessary audiovisual equipment and helpful notes. Please feel free to contact our office if you have any questions regarding the equipment below. Unless otherwise agreed and noted, the client provides, at their expense:

- LCD projector with cables that connect to our computers
- Large Overhead screen which can easily be seen by the entire audience
- Cordless lapel microphones, one for each presenter, that can be used simultaneously
- Mixer and Sound system (amplifier and speakers) capable of interfacing with all of the above

EVALUATIONS

We ask all clients/workshop attendees to complete an evaluation form for our services. In addition to, but not as a substitute for this, clients may ask that their own evaluation form be completed.

PARTICIPANT CERTIFICATES

Pyramid will provide preprinted certificates of attendance 14 calendar days prior to the scheduled workshop start date. The client is responsible for distributing a certificate to each participant. Please note that participants who have missed more than a small amount of the workshop or who leave early are not entitled to receive a certificate. It is the client's responsibility to ensure compliance with this requirement.

CLIENT INITIALS

TRAINING MANUALS AND COURSE MATERIALS*

PECS Training Manuals and Pre-Bound Handout Packets are a required component for each participant of our PECS Level 1 Training. The cost of this is not included in our service fee. Our PECS Manuals sell for \$89.00 per manual, plus a 15% shipping/handling charge. The Pre-Bound Handout Packets sell for \$8.00 each, plus a 15% shipping/handling charge. The client makes them available to workshop attendees. The client is responsible for distribution of the manuals and handout packets and may charge whatever, if anything, it wishes. If the client has leftover, sealed manuals and/or pre-bound handout packets in good condition, they may be returned (clients is responsible for shipping cost) for a full refund provided that we receive them undamaged, within 30 days of the workshop date.

We need to know the number of manuals and handout packets to be shipped for our presentation at least three weeks in advance of the service start date. Our presenters do not bring manuals or handout packets with them to workshops. We realize that some attendees will already have a PECS manual. We also realize that many people register for workshop at the last minute. This can make it difficult for our clients to accurately estimate the number of manuals and handout packets needed. Please be mindful when placing your training material order.

Pyramid will also provide the client with course materials AKA "goody bags". We will ship the same number of "goody bags" as PECS Training Manuals. Please ensure these materials are distributed to participants at the start of the workshop.

OPEN WORKSHOPS

The client may decide whether the scheduled workshop will be open to the public. The client may decide what is charged for each participant registration and is solely required to create all marketing materials and advertise the scheduled training. We will provide the necessary training/workshop content to be included in the client's brochure. Pyramid requires a copy of the client brochure prior to distribution. Clients may request the scheduled workshop to be added to the Pyramid website for visitors to view. There is no additional charge for this. Please see the website submission form in your contract package.

OUT OF COUNTRY DOCUMENTS

Any document(s), other than a U.S. passport, and any fees required to enter and/or provide services in the client's country are the responsibility of the client. The client must provide us with all information regarding such requirements by the due date for the completion and return of this contract.

PYRAMID EDUCATIONAL CONSULTANTS, LLC. STATEMENT

Pyramid Educational Consultants, LLC. seminars may not be recorded or transcribed in whole or part under any circumstances. Signing this contract constitutes your agreement that the presentation will not be recorded or transcribed.

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

CLIENT SIGNATURE

DATE

David Battista, DIRECTOR OF OPERATIONS
PYRAMID EDUCATIONAL CONSULTANTS, LLC.

DATE

CLIENT NAME

SUPPLEMENTARY DETAILS FORM

PLEASE RETURN ALONG WITH SERVICE CONTRACT

CONTACT TIME

The PECS Level 1 Training requires a total of 13 hours of contact time; this does not include lunch or breaks. The workshop may not be scheduled to start earlier than 7:00 A.M. or end later than 4:00 P.M. local time. The full 13 contact hours are required for participants to receive a certificate of attendance. Some participants may wish to proceed with the PECS Certification Process, which the certificate of attendance is a required component. Pyramid does not offer partial credited certificates to attendees who have not completed the full 13-hour training. We ask that clients make every effort to ensure the training is scheduled for the full 13 contact hours for the best interest of the participants.

WORKSHOP DATE	WORKSHOP TITLE	ESTIMATED ATTENDANCE	WORKSHOP START TIME	WORKSHOP END TIME
September 28-29, 2026	PECS Level 1 Training		8:00am	4:00pm
September 30-Oct 1, 2026	PECS Level 1 Training		8:00am	4:00pm
October 2, 2026	PECS for Parents/Admin	↗	8:00am	4:00pm

Please mark the estimated attendance amount in these two cells.

WEBSITE LISTING

The client may decide whether the scheduled workshop will be open to the public. Clients may request the scheduled workshop to be added to the Pyramid website for visitors to view. There is no additional charge for this. The workshop date will be listed along with the contact information you list below. The client will remain responsible for the registration procedures. Participants may not register through Pyramid for any client-hosted workshop. To access the Pyramid website, visit www.pecs.com.

WORKSHOP DATE/TITLE:	
CONTACT PERSON:	
CONTACT PERSON TELEPHONE:	
CONTACT PERSON EMAIL:	

If you would like for us to post your workshop on our website for the public to register with you, please fill out the table above!

PREPAYMENT OPTION & TAX EXEMPTION

If the client wishes to prepay for this entire workshop and would like for Pyramid to send a "Prepayment Invoice," please fill out the table below, and we will generate and fax/email the invoice to you upon receipt of this signed contract. The prepayment will be based on consulting/training fees and our estimated expenses (materials may be added as well, if desired). After services are rendered, we will refund any overpayment (or bill you for the balance of any underpayment) that differs from the estimated expenses.

Prepayments must be made in full; no discount will be given for any partial prepayments. In either case we will provide you with copies of the documents that support our actual expenses. In no case will we provide any additional invoices, credit memos, or other documentation unless it is to correct an error. Prepayments must be received at Pyramid Educational Consultants, 350 Churchmans Road, Suite B, New Castle, DE 19720 (not just mailed, sent, postmarked, etc.) three business days before services commence.

PLEASE SEND ME A PREPAYMENT INVOICE:	☐ YES ☐ NO	(If yes, please continue with this table)
PLEASE INCLUDE MATERIALS IN INVOICE:	☐ YES ☐ NO	(If yes, please respond to the following question)
ESTIMATED NUMBER OF ATTENDEES:		
PLEASE SEND THIS INVOICE VIA:	☐ FAX ☐ EMAIL ☐ OTHER (please note)	
PLEASE CHECK BOX IF TAX EXEMPT:	☐ YES* ☐ NO	
*If yes, please include tax exempt certificate for processing		

CLIENT INITIALS

AUDIO / VISUAL CHECKLIST

This checklist is for your records to minimize any potential audiovisual technical difficulties

Historically audiovisual equipment has been a key cause of presentation delays, which can result in participants not receiving the complete course and/or credit for the course. The equipment below is absolutely necessary and must be available and set up for the presenters by 7:15 A.M. each morning. It is highly suggested to have technical support available throughout the day in case of technical difficulties, which can subsequently delay a portion of the training.

✓	EQUIPMENT NEEDED	FAQS
	LCD and all cables to connect with presenter's computer	Q: What if we do not have access to an LCD projector? A: We suggest you contact your local AV company, which will generally have LCDs and other available equipment for rent. Pyramid also owns LCD projectors and sounds systems with wireless lapel microphones, which may be rented for a small fee. Please contact our office at least two weeks prior to the service start date to inquire about the availability of renting our LCD. Our equipment is on a first come-first serve basis, therefore please contact us as early as possible to increase chances of availability. Q: Can we use an overhead projector? A: Unfortunately, our presentations are on PowerPoint slides and are unable to be used with overhead projectors. Q: What type of computer will the presenter have? A: Our presenters carry PC laptops. Laptops are not compatible with Macintosh.
	Large Overhead Screen	Q: How large should the screen be? A: The screen should be large enough and positioned in a location, which can be seen by the entire audience. We always suggest a minimum size of 55 inches.
	Cordless lapel microphone for each presenter which can be used simultaneously Extra batteries for microphones are suggested to have on site	Q: Will a podium microphone be sufficient? A: Through the presentation, it is essential that presenters have the flexibility of moving throughout the room while presenting, therefore a podium microphone would not be appropriate. Q: Will a corded or cordless handheld microphone be sufficient? A: The presenters will need their hands free through the presentation to allow for exhibiting and demonstrating many portions of the training, therefore a handheld microphone would not be appropriate. Q: We have a small group and/or a small room, is a microphone necessary? A: Our presenters are often presenting for several consecutive days, which can be strenuous on their voice. We ask that microphones be available regardless of group or room size.
	Mixer and sound system to link and project all equipment above	Q: What equipment will be linked to the mixer? A: The LCD and microphones should be linked into the mixer to allow simultaneous use. Q: If we have a small group is the sound system necessary? A: Our presenters are often presenting for several consecutive days, which makes it extremely difficult to project his or her voice across the room over a period of days. The sound system is also used for the audio from the LCD; therefore, the sound system is always necessary.

_____ CLIENT INITIALS



PYRAMID
EDUCATIONAL
CONSULTANTS

CLIENT INFORMATION WORKSHEET

Please be sure to change any **incorrect** information and to **add information** where the cells are blank.

CONFERENCE TYPE:	PECS Level 1 Training & PECS for Parents and Admin		
CONFERENCE DATES:	September 28-October 1, 2026		
PRESENTER:	Jill Waegenare & Molly Lingo		
REGISTRATION TIME:			
WORKSHOP START TIME:	8:00 AM (recommended) - 13.0 Contact hours must be fulfilled		
WORKSHOP LUNCH TIME:			
WILL LUNCH BE PROVIDED FOR PRESENTERS?		FOR TIMING PURPOSES, WILL LUNCH BE ONSITE?	
WORKSHOP END TIME:	4:00 PM (recommended)		
NUMBER ATTENDING:			
CLIENT NAME:			
ADDRESS:			
CITY/STATE/ZIP:			
TELEPHONE:			
CONTACT 1 NAME:		WORK TELEPHONE:	
TITLE:		CELL TELEPHONE:	
EMAIL:			
CONTACT 2 NAME:		WORK TELEPHONE:	
TITLE:		CELL TELEPHONE:	
EMAIL:			
<i>It's important that we have an "after-hours" phone number (cell), in case we need to reach you for any reason before, during or immediately following your training.</i>			
CONFERENCE SITE:		TELEPHONE:	
ONSITE CONTACT:		EMAIL:	
ADDRESS:		NOTES:	
CITY/STATE/ZIP:			
MATERIALS SHIP TO:		TELEPHONE:	
MATERIAL CONTACT:		EMAIL:	
ADDRESS:		NOTES:	
CITY/STATE/ZIP:			
BILLING INFORMATION:		TELEPHONE:	
BILLING CONTACT:		EMAIL:	
ADDRESS:		NOTES:	
CITY/STATE/ZIP:			



PYRAMID
EDUCATIONAL
CONSULTANTS

TRAVEL INFORMATION WORKSHEET

Please be sure to change any incorrect information and to add information where the cells are blank.

LOCAL AIRPORT:	
TRANSPORTATION:	
CLIENT'S PREFERRED HOTEL NAME:	
STREET ADDRESS FOR HOTEL:	
CITY/STATE/ZIP:	
TELEPHONE NUMBER FOR HOTEL:	
DISTANCE FROM WORKSHOP VENUE:	



June 30, 2026

Dear Adriana,

The following is the service agreement for your upcoming scheduled PECS Level 2 Training. Enclosed you will find the following forms:

- Memorandum of Agreement
- Supplementary Details Form
- Audio Visual Checklist
- Information Worksheet
- Travel Worksheet

The *Memorandum of Agreement*, *Supplementary Details Form*, *Information Worksheet*, and *Travel Worksheet* will all need to be reviewed, completed, signed, and either faxed or scanned/ e-mailed to my attention in order to secure the dates by **December 6, 2026**. Failure to return all the necessary forms by the date listed above will void any date(s) being held for you.

Once our business office receives all the necessary paperwork, our Client Service Coordinator, Kristina Besaw will be in contact with you to discuss materials and details for the service dates. If you have any questions regarding the logistics for this training, you may contact Kristina Besaw directly at kbesaw@pecs.com or 302.368.2515.

Best Regards,

David Battista
Director of Operations
Pyramid Educational Consultants
350 Churchmans Road, Suite B
New Castle, DE 19720
Phone: 888-732-7462
Fax: 302-368-2516
Website: www.pecs.com
Email: david@pecs.com

MEMORANDUM OF AGREEMENT BETWEEN PYRAMID EDUCATIONAL CONSULTANTS, LLC. AND BROWNSVILLE ISD

DATE	SERVICE	PRESENTER	PRESENTER FEES	ESTIMATED EXPENSES	
				TRAVEL	LODGING
March 22, 2027	PECS Level 2 Training	Jesseca Collins, M.Ed., BCBA	\$3,150.00	\$1,200.00	\$165.00
March 23, 2027	PECS Level 2 Training		\$3,150.00	N/A	\$165.00
March 22, 2027	PECS Level 2 Training	Molly Lingo, M.Ed., BCBA	\$3,150.00	\$1,200.00	\$165.00
March 23, 2027	PECS Level 2 Training		\$3,150.00	N/A	\$165.00
March 24, 2027	PECS Level 2 Training	Jesseca Collins, M.Ed., BCBA	\$3,150.00	N/A	\$165.00
March 25, 2027	PECS Level 2 Training		\$3,150.00	N/A	\$165.00
March 24, 2027	PECS Level 2 Training	Molly Lingo, M.Ed., BCBA	\$3,150.00	N/A	\$165.00
March 25, 2027	PECS Level 2 Training		\$3,150.00	N/A	\$165.00
WORKSHOP		REQUIRED PRODUCTS		PRICE PER UNIT	
PECS Level 2 Training		Pre-Bound Handout Packets		\$8.00* per participant	
*15% Shipping/Handling Fee		*A 15% shipping/handling fee will be added to the total amount of required materials ordered for your workshop			
Total for presenter fees, expenses, materials for 140 participants, s/h = \$30,208.00					
ASHA CEUs	If you elect to obtain American Speech-Language-Hearing Association Continuing Education Units (ASHA CEUs) for your organization's participants, the following fee will be assessed.				\$175.00 per event
BACB CEUs	If you elect to obtain Behavior Analyst Certification Board Continuing Education Units (BACB CEUs) for your organization's participants, the following fee will be assessed.				\$175.00 per event

Please check the box if your district and or organization will require: ASHA CEUs ☐ BACB CEUs ☐

ASHA CEUS AND COURSE CREDIT

The client is responsible for submitting and paying for any credits offered to participants. Pyramid Educational Consultants does not automatically register client hosted workshops for ASHA credits, teacher credits, or other organizational credits. We offer the option to register a course with ASHA; however, the client must contact the Pyramid ASHA Administrator, David Battista, at least 30 days prior to the service start date to be eligible. ASHA CEUs cannot be acquired after the workshop start date. The ASHA CEU fee is charged per event. Please confirm ASHA CEUs by checking the above box on this document and the necessary documentation will be provided. Any promotional materials including ASHA CEU information must be approved by Pyramid prior to distribution.

BACB CEUS

The client is responsible for indicating and paying for any BACB CEUs offered to participants. Pyramid Educational Consultants does not automatically process client hosted workshops for BACB CEUs. If the client would like to offer BACB CEUs, they must alert Pyramid Educational Consultants when scheduling the service to confirm eligibility and requirements. BACB CEUs cannot be issued retroactively after the workshop has taken place. BACB CEUs may only be offered when the training is delivered by a presenter who holds an active BCBA credential; if a non-BCBA presenter is assigned, BACB CEUs will not be available.

EXCHANGE OF CONTRACTS

We are often asked to exchange contracts with a client. They sign ours; we sign theirs. Sometimes the contracts have conflicting provisions that are easily resolved. However, sometimes the provisions in conflict involve our Cancellations or Travel clause. We will not modify or waive either clause. *In lieu of a signed agreement, we will accept purchase orders for training fees and materials. Purchase orders must be submitted to Pyramid three weeks prior to the training dates.

CLIENT INITIALS

PAYMENT

We will bill you for all services and any associated materials and expenses after services are rendered. Payment, in full, is due 30 days after the receipt of this bill. Interest will accrue at the rate of 1% per month on balances that remain outstanding after 30 days. All funds are to be paid in U.S. Dollars.

ESTIMATED TRAVEL AND LODGING COSTS

The client is responsible for the actual travel costs. If travel and lodging costs are concerns of the client, then it is the client's responsibility to ascertain, to the best of their ability, what those costs will total. Any travel or lodging costs provided are estimates. The actual cost of these items may vary substantially from our estimates. The client will be billed for our actual costs.

TRAVEL

Our team will choose, book, confirm, and pay for all of their own travel and lodging. Travel includes, but may not be limited to, airfares, train fares, rental cars, cabs, airport shuttle buses, and parking fees. Lodging shall be in a standard, business-class hotel, the price of which varies by location. Examples include, but may not be limited to, Hampton Inn, Courtyard by Marriott, Residence Inn, and Embassy Suites.

PREPAYMENT OPTION

We offer a 5% discount for prepaying consulting/training presenter fees. If you fill out the "Prepayment Invoice" section of this contract, we will send you an invoice for the fees and estimated expenses immediately after you return this document. You may prepay for your entire workshop and gain this 5% discount based on the generated invoice. After services are rendered, we will refund any overpayment (or bill you for the balance of any underpayment) that differs from the estimated expenses.

Prepayments must be made in full; no discount will be given for any partial prepayments. In either case we will provide you with copies of the documents that support our actual expenses. In no case will we provide any additional invoices, credit memos, or other documentation unless it is to correct an error. Prepayments must be received at Pyramid Educational Consultants, 350 Churchmans Road, Suite B, New Castle, DE 19720 (not just mailed, sent, postmarked, etc.) three business days before services commence.

CANCELLATIONS

If the client cancels, for any reason, the client is liable for the entire service fee (presenter fees) and any costs incurred (such as airline tickets) as of the date of cancellation. If Pyramid is able to re-book the date(s) with another client and re-use airline tickets, hotel reservations, etc. the canceling client will be liable only for any difference in service fees and any costs that could not be transferred to the new client.

GROUP SIZE

The maximum size for the PECS Level 2 Training is 40 people. You may not exceed this number without explicit permission to do so.

PRESENTERS/CONSULTANTS

In some cases, it may be necessary to switch presenters or consultants, due to illness, transportation delays, or cancellations. If this is the case, you will be notified as soon as possible. You will not be charged the difference if a more costly presenter/consultant is substituted. You will be credited the difference if a less costly presenter/consultant is substituted.

CONTACT TIME

The PECS Level 2 Training requires a total of 13 hours of contact time; this does not include lunch or breaks. The recommended workshop timeframe is 8:00 am to 4:00 pm but we can accommodate other requests. Participants not receiving the entire 13 hours of contact time shall not receive a Certificate of Completion.

FACILITATOR

The Client is responsible for assuring that a facilitator is present for the duration of the workshop. The facilitator must ensure that all audiovisual equipment is set up properly and ready to use, facilitating the sign in and registration process.

ROOM SET UP

We require classroom style seating for all participants, which include table/desk area for writing and ample space for presenters to observe and make recommendations to all participants. Two chairs and two flat worktables approximately 6 feet long, 3 feet wide, and 2.5 feet high are needed in the front of the room for presenter materials. Additional audio-visual equipment is required which is specified below.

CLIENT INITIALS

AUDIO VISUAL EQUIPMENT

Historically audiovisual equipment has been a key cause of presentation delays, which can result in participants not receiving the complete course and/or credit for the course. The equipment below is absolutely necessary and must be available and set up for the presenters by 7:15 A.M. each morning. It is highly suggested to have technical support available throughout the day in case of technical difficulties, which can subsequently delay a portion of the training. We have included a form in your contract package, which outlines the necessary audiovisual equipment and helpful notes. Please feel free to contact our office if you have any questions regarding the equipment below. Unless otherwise agreed and noted, the client provides, at their expense:

- LCD projector with cables that connect to our computers
- Large Overhead screen which can easily be seen by the entire audience
- Cordless lapel microphones, one for each presenter, that can be used simultaneously
- Mixer and Sound system (amplifier and speakers) capable of interfacing with all of the above

EVALUATIONS

We ask all clients/workshop attendees to complete an evaluation form for our services. In addition to, but not as a substitute for this, clients may ask that their own evaluation form be completed.

PARTICIPANT CERTIFICATES

Pyramid will provide preprinted certificates of attendance 14 calendar days prior to the scheduled workshop start date. The client is responsible for distributing a certificate to each participant. Please note that participants who have missed more than a small amount of the workshop or who leave early are not entitled to receive a certificate. It is the client's responsibility to ensure compliance with this requirement.

CLIENT INITIALS

TRAINING MANUALS AND COURSE MATERIALS*

Pre-Bound Handout Packets are a required component for each participant of our PECS Level 2 Training. The cost of these materials is not included in the "Presenter Fees". The Pre-Bound Handout Packets for the PECS Level 2 Training are \$8.00 per participant. Each required material will warrant a 15% shipping/handling charge that will be added to the total amount of materials ordered. The client makes all materials available to workshop attendees. The client is responsible for distribution of the manuals and handout packets and may charge whatever, if anything, it wishes. If the client has leftover, sealed manuals and/or pre-bound handout packets in good condition, they may be returned (clients pays shipping) for a full refund provided that we receive them undamaged, within 30 days of the workshop date. We need to know the number of manuals and handout packets to be shipped for our presentation at least three weeks in advance of the service start date.

OPEN WORKSHOPS

The client may decide whether the scheduled workshop will be open to the public. The client may decide what is charged for each participant registration and is solely required to create all marketing materials and advertise the scheduled training. We will provide the necessary training/workshop content to be included in the client's brochure. Pyramid requires a copy of the client brochure prior to distribution. Clients may request the scheduled workshop to be added to the Pyramid website for visitors to view. There is no additional charge for this. Please see the website submission form in your contract package.

OUT OF COUNTRY DOCUMENTS

Any document(s), other than a U.S. passport, and any fees required to enter and/or provide services in the client's country are the responsibility of the client. The client must provide us with all information regarding such requirements by the due date for the completion and return of this contract.

PYRAMID EDUCATIONAL CONSULTANTS, LLC. STATEMENT

Pyramid Educational Consultants, LLC. seminars may not be recorded or transcribed in whole or part under any circumstances. Signing this contract constitutes your agreement that the presentation will not be recorded or transcribed.

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

CLIENT SIGNATURE

DATE

David Battista, DIRECTOR OF OPERATIONS
PYRAMID EDUCATIONAL CONSULTANTS, LLC.

DATE

CLIENT NAME

SUPPLEMENTARY DETAILS FORM

PLEASE RETURN ALONG WITH SERVICE CONTRACT

CONTACT TIME

The PECS Level 2 Training requires a total of 13 hours of contact time; this does not include lunch or breaks. The workshop may not be scheduled to start earlier than 7:00 A.M. or end later than 4:00 P.M. local time. The full 13 contact hours are required for participants to receive a certificate of attendance. Some participants may wish to proceed with the PECS Certification Process, which the certificate of attendance is a required component. Pyramid does not offer partial credited certificates to attendees who have not completed the full 13-hour training. We ask that clients make every effort to ensure the training is scheduled for the full 13 contact hours for the best interest of the participants.

WORKSHOP DATE	WORKSHOP TITLE	ESTIMATED ATTENDANCE	WORKSHOP START TIME	WORKSHOP END TIME
March 22-23, 2027	PECS Level 2 Training		8:00am	4:00pm
March 24-25, 2027	PECS Level 2 Training		8:00am	4:00pm

Please mark the estimated attendance amount in these two cells. ↗

WEBSITE LISTING

The client may decide whether the scheduled workshop will be open to the public. Clients may request the scheduled workshop to be added to the Pyramid website for visitors to view. There is no additional charge for this. The workshop date will be listed along with the contact information you list below. The client will remain responsible for the registration procedures. Participants may not register through Pyramid for any client-hosted workshop. To access the Pyramid website, visit www.pecs.com.

WORKSHOP DATE/TITLE:	
CONTACT PERSON:	
CONTACT PERSON TELEPHONE:	
CONTACT PERSON EMAIL:	

If you would like for us to post your workshop on our website for the public to register with you, please fill out the table above!

PREPAYMENT OPTION & TAX EXEMPTION

If the client wishes to prepay for this entire workshop and would like for Pyramid to send a "Prepayment Invoice," please fill out the table below, and we will generate and fax/email the invoice to you upon receipt of this signed contract. The prepayment will be based on consulting/training fees and our estimated expenses (materials may be added as well, if desired). After services are rendered, we will refund any overpayment (or bill you for the balance of any underpayment) that differs from the estimated expenses.

Prepayments must be made in full; no discount will be given for any partial prepayments. In either case we will provide you with copies of the documents that support our actual expenses. In no case will we provide any additional invoices, credit memos, or other documentation unless it is to correct an error. Prepayments must be received at Pyramid Educational Consultants, 350 Churchmans Road, Suite B, New Castle, DE 19720 (not just mailed, sent, postmarked, etc.) three business days before services commence.

PLEASE SEND ME A PREPAYMENT INVOICE:	☐ YES ☐ NO (If yes, please continue with this table)
PLEASE INCLUDE MATERIALS IN INVOICE:	☐ YES ☐ NO (If yes, please respond to the following question)
ESTIMATED NUMBER OF ATTENDEES:	
PLEASE SEND THIS INVOICE VIA:	☐ FAX ☐ EMAIL ☐ OTHER (please note)
PLEASE CHECK BOX IF TAX EXEMPT:	☐ YES* ☐ NO
	*If yes, please include tax exempt certificate for processing

CLIENT INITIALS

AUDIO / VISUAL CHECKLIST

This checklist is for your records to minimize any potential audiovisual technical difficulties

Historically audiovisual equipment has been a key cause of presentation delays, which can result in participants not receiving the complete course and/or credit for the course. The equipment below is absolutely necessary and must be available and set up for the presenters by 7:15 A.M. each morning. It is highly suggested to have technical support available throughout the day in case of technical difficulties, which can subsequently delay a portion of the training.

✓	EQUIPMENT NEEDED	FAQS
	LCD and all cables to connect with presenter's computer	Q: What if we do not have access to an LCD projector? A: We suggest you contact your local AV company, which will generally have LCDs and other available equipment for rent. Pyramid also owns LCD projectors and sounds systems with wireless lapel microphones, which may be rented for a small fee. Please contact our office at least two weeks prior to the service start date to inquire about the availability of renting our LCD. Our equipment is on a first come-first serve basis, therefore please contact us as early as possible to increase chances of availability. Q: Can we use an overhead projector? A: Unfortunately, our presentations are on PowerPoint slides and are unable to be used with overhead projectors. Q: What type of computer will the presenter have? A: Our presenters carry PC laptops. Laptops are not compatible with Macintosh.
	Large Overhead Screen	Q: How large should the screen be? A: The screen should be large enough and positioned in a location, which can be seen by the entire audience. We always suggest a minimum size of 55 inches.
	Cordless lapel microphone for each presenter which can be used simultaneously Extra batteries for microphones are suggested to have on site	Q: Will a podium microphone be sufficient? A: Through the presentation, it is essential that presenters have the flexibility of moving throughout the room while presenting, therefore a podium microphone would not be appropriate. Q: Will a corded or cordless handheld microphone be sufficient? A: The presenters will need their hands free through the presentation to allow for exhibiting and demonstrating many portions of the training, therefore a handheld microphone would not be appropriate. Q: We have a small group and/or a small room, is a microphone necessary? A: Our presenters are often presenting for several consecutive days, which can be strenuous on their voice. We ask that microphones be available regardless of group or room size.
	Mixer and sound system to link and project all equipment above	Q: What equipment will be linked to the mixer? A: The LCD and microphones should be linked into the mixer to allow simultaneous use. Q: If we have a small group is the sound system necessary? A: Our presenters are often presenting for several consecutive days, which makes it extremely difficult to project his or her voice across the room over a period of days. The sound system is also used for the audio from the LCD; therefore, the sound system is always necessary.

_____**CLIENT INITIALS**



PYRAMID
EDUCATIONAL
CONSULTANTS

CLIENT INFORMATION WORKSHEET

Please be sure to change any **incorrect** information and to **add information** where the cells are blank.

CONFERENCE TYPE:	PECS Level 2 Training		
CONFERENCE DATES:	March 22-25, 2027		
PRESENTER:	Jesse Collins and Molly Lingo		
REGISTRATION TIME:			
WORKSHOP START TIME:	8:00 AM (recommended) - 13.0 Contact hours must be fulfilled		
WORKSHOP LUNCH TIME:			
WILL LUNCH BE PROVIDED FOR PRESENTERS?		FOR TIMING PURPOSES, WILL LUNCH BE ONSITE?	
WORKSHOP END TIME:	4:00 PM (recommended)		
NUMBER ATTENDING:			
CLIENT NAME:	Brownsville ISD		
ADDRESS:			
CITY/STATE/ZIP:			
TELEPHONE:			
CONTACT 1 NAME:		WORK TELEPHONE:	
TITLE:		CELL TELEPHONE:	
EMAIL:			
CONTACT 2 NAME:		WORK TELEPHONE:	
TITLE:		CELL TELEPHONE:	
EMAIL:			
It's important that we have an "after-hours" phone number (cell), in case we need to reach you for any reason before, during or immediately following your training.			
CONFERENCE SITE:		TELEPHONE:	
ONSITE CONTACT:		EMAIL:	
ADDRESS:		NOTES:	
CITY/STATE/ZIP:			
MATERIALS SHIP TO:		TELEPHONE:	
MATERIAL CONTACT:		EMAIL:	
ADDRESS:		NOTES:	
CITY/STATE/ZIP:			
BILLING INFORMATION:		TELEPHONE:	
BILLING CONTACT:		EMAIL:	
ADDRESS:		NOTES:	
CITY/STATE/ZIP:			



PYRAMID
EDUCATIONAL
CONSULTANTS

TRAVEL INFORMATION WORKSHEET

Please be sure to change any incorrect information and to add information where the cells are blank.

LOCAL AIRPORT:

TRANSPORTATION:

CLIENT'S PREFERRED HOTEL NAME:

STREET ADDRESS FOR HOTEL:

CITY/STATE/ZIP:

TELEPHONE NUMBER FOR HOTEL:

DISTANCE FROM WORKSHOP VENUE: