

Speaker Engagement Contract

This contract is made and entered into on MM/DD/YYYY by the parties named below as Client and Speaker.

Speaker's Information:

Speaker's Name or Business Name:

Address (City, State, ZIP Code):

Phone number: _____

Fax Number: _____

Email: _____

Client's Information:

Client's Name or Business Name:

Address (City, State, ZIP Code):

Phone number: _____

Fax number: _____

Email: _____

Topic:

Name and address of event venue: _____

Contact person at event; name, title, phone, email: _____

Anticipated number of attendees: _____

Date of Event: _____ Start time: _____ End time: _____

Schedule of intermissions, if any:

EQUIPMENT & ROOM SET-UP SPECIFICATIONS:

Describe, with graphical aids if necessary, the layout of seats, podium/stage, easel(s), whiteboard, projector, etc., and the specific equipment that Client is to provide at the Client's expense _____.

Handouts: a PDF file containing printer-ready handout pages will be emailed to the Client 2 weeks prior to the event date. The Client is responsible for printing and distributing handouts to Client's attendees.

SPEAKER'S FEE

Client shall pay to Speaker a deposit of \$ _____ no later than 90 days before the event date. If the event is cancelled by the Client, part of the deposit may be refunded according to the following Refund Schedule:

Less than 30 days' notice: 0 (zero) percent of deposit

31 to 60 day's notice: 50 percent

61 or more days' notice: 75 percent

Client shall pay to Speaker \$ _____, the balance of the Speaker's fee, immediately following the conclusion of the Speaker's presentation.

EXPENSES

The Client shall arrange and pre-pay for business-class, round trip airline tickets from the Speaker's airport specify airport to the venue's airport specify airport for the Speaker and 1 (one) Speaker's assistant; ground transportation for the Speaker and assistant between the venue's airport and the Speaker's hotel; dual-occupancy hotel accommodations for the Speaker and assistant from noon on the day before the event until noon on the day the event ends; meals for Speaker and assistant for which receipts are provided; and all other reasonable, documented expenses necessary to the Speaker's conduct of the presentation during the time period of the event.

The Speaker shall submit receipts and an itemized invoice for expenses to the Client within 7 (seven) days of the event's end date. The Client shall reimburse the Speaker with 30 (thirty) days of receiving receipts and invoice.

In witness to their understanding and agreement to these terms and conditions, the parties hereby affix their signatures below.

Client's Printed Name

Speaker's Printed Name

Client's Signature

Speaker's Signature

Date

Date
