

SPEAKING ENGAGEMENT CONTRACT

Date of Contract Execution _____ BY SPEAKER

Date of Contract Execution _____ BY CLIENT

EVENT ORGANIZATION

PRESENTER

Name: _____

Address: _____

Phone: _____

Fax: _____

PROGRAM

Date of Event _____ Number of Attendees _____

Program Start _____ Finish _____ Breaks _____

Speaker Start _____ Finish _____

Program Outline

Event Theme/Description

Audience Profile _____

Company or group conducting event _____

Location of Event _____

Room Specifications:

Stage or elevated platform _____ Y/N Approx. Size _____ Podium _____ Y/N

Cordless Microphone _____ Y/N Cordless Lapel Mic. (preferred) _____ Y/N

Address of Event location _____

SPEAKING ENGAGEMENT CONTRACT CONTINUED.....

Contact at event site _____

Special A/V requirements of Speaker _____

SPEAKER FEES AND EXPENSES

Event Fee \$ _____ (Plus Expenses)

Deposit: US\$ (50% of Event Fee to be paid upon booking)

Balance of fee US\$ _____ to be paid to speaker at event prior to presentation

(Check payable to) _____

ACCOMODATIONS & TRANSPORTATION

Roundtrip Airfare, Full Coach US\$ _____

From _____ To _____

Ground Transportation: incl. taxi cabs or car rental to/from event, plus gratuities

Hotel Accommodations: includes meal and gratuities (billed direct to client)

Number of nights _____ (with guaranteed late arrival)

Hotel _____

Address _____

Phone _____ Fax _____

CONTACT PERSON _____

CONTACT SIGNATURE _____

TITLE _____

COMPANY _____

DATE _____

SPEAKER SIGNATURE _____