

# 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 \_\_\_\_\_