

AGREEMENT

This SPEAKING AGREEMENT ("Agreement") is executed as of Month Dateth, Year ("Effective Date") for SERVICES between SPEAKER ("Speaker") and CLIENT EXAMPLE. ("Client").

Client: Client Name

Contact: Contact Info

Appearance Date:

- Month Day, Year

Appearance Time & Length:

Location of Presentation: Location address and Room Name

On Site Contact: Onsite contact

Professional Fee: \$Speaking fee

NOW, THEREFORE, FOR VALUE RECEIVED, and in consideration of the mutual covenants contained herein, Consultant and Client agree as follows:

1. **Travel.** Client agrees to flat travel fee (\$x,xxx) to cover all airfare ground transportation and meal costs. Speaker will be responsible for entirely booking his own airfare. The Client is responsible for reserving and paying for hotel accommodations.
2. **Deposit.** **50%** of the professional fee (\$xxxxx) **and 100%** of the travel fee (\$x,xxx) are **due on completion of signed agreement.** All travel fees are non-refundable.

Remaining balance will be invoiced and due on the first of the month of each event

INSERT COMPANY NAME, ADDRESS & LOGO

*Payments can be made by check or credit card or wire. A 3.5% service fee will be added to all credit card payments.

3. **Wire instructions for payments COMPANY bank account:**

Direct Wire Routing Transit Number: xxx
BNF/Field – Beneficiary Account Number: xxxx
Beneficiary Account Name: COMPANY

For international Transfer only: xxxx
Bank Name: xxxx
Bank Address: xxxx
City, State: xxxx

CHIPS Participant: xxx

4. **Holding Date.** Because of the numerous inquiries we receive, and our desire to service clients with an immediate answer, we do not hold dates.

5. **Number of Expected Attendees:** xxx

6. **Topic:** Speaking Topic

7. **Audio & Video Recording Preferences.** We encourage professional audio and video taping. We ask:

- A professional taping technician to do the taping;
- We receive the master copy within 30 days of the session;
- Copies may not be sold but may be distributed to your internal staff and attendees only

8. **Equipment Preferences:**

- Lavalier mic (if more than 60 people) wireless preferred
- LCD projector
- Computer

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- Screen
- For larger audiences, we encourage a split screen for presentation and speaker notes

9. **Cancellation.** If this agreement is cancelled by the client; any expenses incurred for the development of the session will be due in full. Travel fees are non-refundable.

Professional fees and Deposits will be pro-rated as follows:

- At 180 days or more – 50% of the Deposit will be forfeited
- 180 days or less – 100% of the Professional Fee will be forfeited and is due upon notification of cancellation (balance of the Professional Fee minus the Deposit)

10. **Postponement.** If for any reason the client must postpone the event, the following will apply:

- A 180 days or more – 50% of the Deposit will be forfeited and the balance will be applied to a new date to be booked within six (6) months of previously booked event.
- 180 days or less – 75% of the Deposit will be forfeited and the balance will be applied to a new date to be booked within six (6) months of previously booked event. In the event the event is not booked within 6 months the deposit is forfeited.

12. **Notices.** If cancellation/postponement is unavoidable, please verify the cancellation/postponement by telephone, followed by a written letter within five (5) days.

ADD CONTACT INFORMATION

If you have any further questions, please contact (Add Contact name and email)

INSERT COMPANY NAME, ADDRESS & LOGO

THE ABOVE INFORMATION IS AGREED TO AND ACCEPTED BY:

Presenter: _____
(Speaker)

Client: _____
(Client)

Date: _____

Date: _____