

SPEAKING ENGAGEMENT CONTRACT

CONTACT: Event Coordinator Name/Title:

 Email:

 Cell:

DATE: Arrival Time:

 Set up Time:

 Speaking Time:

PLACE: Location Address and directions

TOPIC: **TITLE(S):**

Keynote (Time):

Session 1 (Time):

Session 2 (Time):

Group Table Activity (Time): Discussion questions and activity provided?

DETAILS: Podium

 Screen for showing Power Point

 Will bring both MAC computer and flash drive

 Microphone (would prefer wireless lapel)

FEE: $\_\_\_\_ which includes speaking, travel expenses and any materials associated with activity.

 Hosts will provide overnight accommodations in hotel if needed.

 Each participant will also receive a free bookmark, pen and handouts.

A deposit of $\_\_\_\_ along with a copy of this signed contract is due by (date). The remainder of payment is due on the day of the event. Please make checks payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This agreement is entered into for the purpose of establishing good communication and mutual

understanding.

Speaker Name

Contact Information

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_