

Professional Speaker's Contract

Note: This document can be used for planning the speaking event, by either the speaker or the event coordinator. It also has room for signatures if a contract is needed.

HOST	
Organization	Contact Person
Phone	Day of Event Phone
Email	
Website	

SPEAKER	
Name	Business Name (if applicable)
Phone	Day of Event Phone
Email	
Website	

EVENT		
Date	Meeting Start Time	Meeting End Time
Arrival Time	Departure Time (estimated, including talking with attendees)	Length of Presentation
Event Location (address, building name)		
Parking/Transportation Instructions		

Meals provided	Food and Beverage needs
Title and description of presentation/talk	
Demographic of attendees	
Number of Attendees	Frequency of group meetings
Cancellation/rescheduling provisions	

FEES & EXPENSES (if applicable)	
Payable to: (add TEIN if necessary)	
Fee/Honorarium	Method of payment
Deposit Amount	Deposit Due Date
Policy for Refund of Deposit	
Fee Remainder	Remainder Due Date
List any expenses Speaker will be reimbursed for (travel, meals, materials) including a not-to-exceed limit:	
Cancellation Policy: A full refund, less an administrative charge of _____ will be given for cancellations received in writing (email, fax or letter) up to _____ days before the event. No refunds can be given for cancellations within _____ of the event.	

EQUIPMENT & MATERIALS
Examples: podium, flip chart w/markers, white board w/markers, projection screen, laptop computer, projector, DVD/VHS player, microphone, handouts
Provided by Host
Provided by Speaker

Merchandise/Display Table (specify placement, size, etc)
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RECORDINGS (select conditions that apply)	
<input type="checkbox"/>	No tape recorder, audio recorders or video recorders may be used without the prior permission of the SPEAKER.
<input type="checkbox"/>	SPEAKER may record SPEAKER presentation via audio and video for use in any promotional or professional capacity.
<input type="checkbox"/>	HOST may record SPEAKER presentation via audio and video for promotional use only.
<input type="checkbox"/>	HOST may record SPEAKER presentation under the following conditions and circumstances:

RELEASE (select conditions that apply)	
<input type="checkbox"/>	HOST has permission to use SPEAKER's likeness, name, voice and/or bio for promotional purposes at the HOST's sole discretion.
<input type="checkbox"/>	HOST has permission to use SPEAKER's likeness, name, voice and/or words in the presentation in any form at the HOST's sole discretion.
<input type="checkbox"/>	HOST does not have permission to use SPEAKER's likeness, name, voice and/or words in the presentation in any form without prior permission of the SPEAKER.
<input type="checkbox"/>	SPEAKER has permission to use the HOST's logo and information for promotional purposes at the SPEAKER's sole discretion.

AUTHORIZATION & SIGNATURES	
<i>Host and speaker intend that this contract be binding on them and their designees. No party may substitute, subcontract, transfer, or delegate any part of its rights or responsibilities under this contract unless both host and speaker agree in writing. Any claim or dispute arising out of this contract will be determined based on the law of the home state of the speaker.</i>	
Host signature	Speaker signature
Print name here	Print name here
Title	Title
Organization	Organization
Date	Date

