

Speaker Engagement Contract

This contract is made and entered into on **MM/DD/YYYY** by the parties named below as Client and Speaker.

Speaker's Information:

Speaker's Name or Business Name:

Address (City, Province, Postal Code):

Phone number:

Email:

Client's Information:

Client's Name or Business Name:

Address (City, Province, Postal Code):

Phone number:

Email:

PROGRAM INFORMATION

Topic:

Name and address of event venue:

Contact person at event; name, title, phone, email:

Anticipated number of attendees:

Date of Event: _____ Start time: _____ End time: _____

Schedule of intermissions, if any:

EQUIPMENT & ROOM SET-UP SPECIFICATIONS:

[Describe, with graphical aids if necessary, the layout of seats, podium/stage, easel(s), whiteboard, projector, etc., and the specific equipment that Client is to provide at the Client's expense.]

Handouts: a PDF file containing printer-ready handout pages will be emailed to the Client 2 weeks prior to the event date. The Client is responsible for printing and distributing handouts to Client's attendees.

SPEAKER'S FEE

Client shall pay to Speaker a deposit of \$_____ no later than 30 days after the event date. If the event is cancelled by the Client there will be no payment to the speaker.

EXPENSES

The Client shall not pay itemized expenses. The Speaker is responsible for estimating their expenses and incorporating them into their speaking fee.

In witness to their understanding and agreement to these terms and conditions, the parties hereby affix their signatures below.

_____	_____
Client's Signature, date	Speaker's Signature, date
Printed Name	Printed Name