

Speaker Agreement

This Speaker Agreement is between Holly Flanders (Speaker) and the company (Client) and outlines each party's responsibilities with regard to an upcoming speaking engagement.

Client agrees to pay the following fees and expenses: For current speaker pricing call (435) 901-2561 or email holly@hollyflanders.com. Travel Expenses are a flat rate of \$1,500 plus hotel accommodations. The travel fee includes airfare, ground transportation, and meals.

A 50% non-refundable deposit is required to hold the date. Upon receipt of the deposit and signed contract, Speaker will decline other paid engagements for that date. The deposit is payable to: Speaker at the mailing address noted above. The balance of the speaking fee is due the day of the program.

If Client should cancel this presentation for any reason, it is agreed that the non-refundable deposit plus all out-of-pocket expenses incurred by Speaker will be fully reimbursed to Speaker upon cancellation.

In the event of breach or cancellation by Client within 90 days of the event, the entire amount shall be due immediately to Speaker.

In the event of breach of this agreement by Speaker because of illness or an unforeseen emergency, Speaker will attempt to provide a comparable speaker.

In the event Speaker is unable to perform because of circumstances beyond her control, such as failure of means of transportation, Acts of God, riots, strikes, labor difficulties, epidemics, any act or order of any public authority or any other cause, similar or dissimilar, beyond the speakers control, Speaker will not have any liability for expenses or losses incurred by Client and Client will only be obligated to pay the non-refundable deposit expense.

Production of any handouts required for this speaking engagement will be a joint effort with Speaker providing the electronic file and Client providing the

duplication services. Duplication of handouts is permitted for this event only.

Client agrees that copyright for all materials, ideas, etc., to be presented or disclosed as part of Speaker's program are the property of Speaker and neither Client nor any of its officers, directors, employees, agents, or affiliated entities has any right, title, or proprietary interests in such materials nor may they make any other presentations, reproductions (no video nor audio recordings), telecasts, broadcasts, or narrowcasts thereof without prior written agreement of Speaker.

Client may produce video or audio recordings of Speakers presentation with prior written approval of Speaker and after paying a fee of \$5,000. The fee may be waived if the master recording is provided to Speaker. Client may keep a duplicate master recording for internal use only.

Client hereby releases and discharges Speaker from any and all claims of libel, slander, and invasion of privacy.

Stage or room arrangements: Please have room set up ahead of time (classroom style may be substituted for round tables). Please have on hand a wireless Lavalier microphone and LCD projector with quality speakers.

In signing this agreement, representative of Client warrants that, he or she signs as the duly authorized representative of Client. Speaker is the duly authorized representative of Speaker for this event.

Speaker	Client
Signed:	Signed:
Title:	Title:
Date:	Date:

Please sign two copies of this agreement and return one copy with the 50% deposit to Speaker at the address above.

Arrangements can be made for electronic funds transfer.

Pre-Program Questionnaire

Your Name:	
Today's Date:	
Company Name:	
Contact Name:	
Office Phone:	
Cell:	
Email:	
Program Title:	
Date(s) of Event:	
Date of Speaker's Presentation(s):	
Event Location:	
Event Address:	
Emergency Contact Person:	
Title:	
Phone:	
Email:	
Closest Airport:	
Distance from The Airport in Miles and Minutes:	
Person Meeting Speaker at the Airport:	
Where:	
Cell Phone:	
Email:	
If Not Being Met, How Speaker's Transportation from Airport:	
Hotel Speaker Will be Staying in (If Different than Event Location):	
Hotel Address:	

Hotel phone:	
Description of Audience:	
Number of Attendees:	
Theme of Event:	
Challenges the Organization members are Facing:	
Other Speakers Presenting at This Event:	
Person Introducing Speaker:	
Email:	
Time Speaker's Presentation Begins:	
Time Speaker's Presentation Ends:	
Recommended Attire:	
Other Activities You Would Like Speaker to Attend:	
What Else Speaker Should Know About Your Organization:	
How You Heard About Speaker:	