

SPEAKING AGREEMENT

Client: _____ **Date:** _____

Client Contact: _____

E-Mail: _____

Phone: _____

Fax: _____

Topic: _____

Presentation Date: _____

Duration: _____

Est. no. of Attendees: _____

Location: _____

Speaking Fee: _____

Deposit Due: (1/2 of Fee) _____. This nonrefundable portion of the speaking fee is required as confirmation, to be returned with this signed agreement. The balance is due following presentation.

Other Fees: Reasonable travel expenses plus meals on the road. Final ½ of fee plus other expenses will be invoiced upon completion.

Cancellation: If this date is cancelled by client and not resold by Bliss Sawyer, the following will be in effect: 0-30 days prior to event = 100% of fee is due to Bliss Sawyer. 31-80 days prior to event = 75% of fee is due. Events can be rescheduled based on availability.

Audiovisual Needs: Clip –on microphone, wireless is preferred; overhead projector and screen, one display table at least 6' in length.

Optional Filming and Taping: Bliss Sawyer, Inc grants the right to make a video tape for internal purposes only. The client may film presentation for their own training purposes.

The Client wishes to film presentation

Please complete, sign, and return one copy of this agreement along with a 50% deposit to Bliss Sawyer by _____ to confirm this engagement.

Authorized Signature: _____ **Client:** _____