

Contract Features



1. Date of Contract Execution—Avoid an “as of” date because it testifies that the contract was not actually signed on that date.

2. Contact Information—Refer to parties by last name or as “meeting planner” and “speaker”

3. Date, Time and Place of Event

6. Topic Description—Be as specific as possible

7. Audience Profile—A precise audience description consists of specific information such as gender, average age, educational background and professional expertise.

8. Room Specifications—Most speakers will recommend the style for seating. The meeting professional should include specifications such as height, door location and presence of stationary objects.

9. Audio/Visual/Special Requests—The speaker should provide a list of audio/visual needs as well as special requests.

10. Speaker Biography—Information on how and when the biography should be delivered

11. Handouts/Materials—Speaker should state procedure for ordering materials

4. Number of Attendees—Noting a realistic number of expected attendees allows the speaker to tailor the message accordingly.

5. Presentation Length—Keep in mind that the speaker is not obligated to stay longer than the contractual time.

Date of Contact Execution: _____ **1**

<p>Contact Information</p> <p>Organization 2</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Fax: _____</p>	<p>Presenter</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Fax: _____</p>
<p>Program</p> <p>Date of Event: _____ 3</p> <p>Program Start: _____ 5</p> <p>Topic Description: _____ 6</p>	<p>Number of Attendees: _____ 4</p> <p>Finish: _____ Breaks: _____</p>

7 Audience Profile: _____

Company or group conducting meeting: _____

Location of meeting: _____

Room specifications: _____ **8**

Address of meeting: _____

Contact at the meeting: _____

9 Special requirements of speaker: _____ 35mm slide projector with wireless remote, screen and small table in front

10 Speaker Biography: _____ Will be delivered 2 weeks prior to event via fax

Handouts/Support Materials: _____ Client to order materials 4 weeks prior to event.

Quantities greater than 250 will be invoiced to client. **11**

Program Fees and Expenses

Program fee \$ _____ (plus expenses)

Deposit: US\$ (50% of program fee to be paid upon confirmation of booking)

Balance of fee _____ to be paid to speaker at event prior to presentation.

Check payable to Speak Inc.

Accommodations & Transportation

Round trip airfare full coach US \$ _____

From _____ To _____

Ground transportation: includes taxi cabs or car rental to and from event plus gratuities

Hotel accommodations: includes meal and gratuities (billed direct to client)

Number of nights: _____ (with guaranteed late arrival)

Hotel: _____ Phone: _____

Address: _____ Fax: _____

Contact person: _____ **12** Title: _____

Speaker _____ Client _____

Date _____ Date _____

12. Signature/Date—The agreement is only legally binding when both parties have signed and dated the agreement. Adding initialized areas to pertinent points in the agreement is also recommended.