

YEAR

PROFESSIONAL SPEAKER NAME

ADD SHORT BIO

PROFESSIONAL SPEAKER CONTRACT



HOW TO USE THIS FORM

WELCOME!

Welcome to the “Professional Speaker’s Contract”. The purpose of this form is to help you plan, confirm, and contract for a successful faith-based speaking event.

WHO WILL BENEFIT FROM USING THIS FORM?

Events planners, professional speakers or performers, and anyone who plans or contracts for professional speaking events will benefit from using this form.

HOW TO USE THIS FORM?

This form is designed to be used as either a contract or a planner for professional speaking events. If this form will only be used as a planner, the “AUTHORIZATION & SIGNATURE” section can be omitted.

THE PARTIES	
<i>Host</i>	<i>Speaker</i>
<i>Name</i>	<i>Name</i>
<i>Address</i>	<i>Address</i>
<i>Contact name (if different)</i>	<i>Contact name (if different)</i>
<i>Telephone</i>	<i>Telephone</i>
<i>Email</i>	<i>Email</i>

EVENT	
<i>Title</i>	
<i>Type</i>	<i>Expected # of Attendees</i>
<i>Date & Time</i>	<i>Start Time</i>
<i>Location/Venue Address</i>	
<i>On site-contact</i>	<i>On-site Contact Cell Phone</i>

THE PRESENTATION			
<i>Start Date & Time</i>		<i>End Date & Time</i>	<i>Breaks</i>
<i>My Role (Check One)</i>	<i>Keynote Speaker</i>	<i>Workshop Presenter</i>	<i>Panelist Participant</i>
	<i>Praise & Worship Leader</i>	<i>Other Musician</i>	<i>Other (Describe)</i>
<i>Description of My Presentation</i>			
<i>Length (Hours, Minutes)</i>	<i>No Shorter Than</i>		<i>No Longer Than</i>

FEES & DEPOSITS CHECK ALL THAT APPLY

Make all payments payable to: (Add TEIN if necessary)

Fee/Honorarium

Deposit Amount

Deposit Due Date

Policy for Refund of Deposit

Fee Remainder

Remainder Due Date

EXPENSES

Speaker will be responsible for all expenses (Skip the remainder of this section)

Transportation mode & carrier
(Itinerary will be provided separately)

HOST

SPEAKER

Air

Train

Rental Car

Ground Transportation During Event

Lodging

Hotel

Dates for lodging

Meals/daily per diem

EQUIPMENT & MATERIALS CIRCLE ALL THAT APPLY

<i>Podium</i>	<i>Flip Chart w/markers</i>	<i>Projection Screen</i>	<i>AV Equipment</i>	<i>Laptop Computer</i>
<i>Microphone Earpiece</i>	<i>Microphone- Wireless lapel</i>	<i>Microphone handheld</i>	<i>Handout Copies _____ per participant</i>	<i>Other Equipment</i>
<i>Merchandise Table (specify placement, size, etc.)</i>				

RECORDINGS

	<i>No tape recorder, audio recorders or video recorders may be used without the prior permission of the SPEAKER.</i>
	<i>HOST may record SPEAKER presentation via audio & video for promotional use only.</i>
	<i>HOST may record SPEAKER presentation under the following conditions & circumstances</i>

RELEASE

	<i>HOST has permission to use SPEAKER's likeness, name, voice, &/or words in the presentation in any form at the HOST's sole discretion</i>
	<i>HOST may not use SPEAKER's likeness, name, voice, &/or words in the presentation in any form without the prior permission of the HOST.</i>

CONFIDENTIALITY

ALL PROVISIONS OF THIS (CONTRACT, AGREEMENT, OR PLANNER) ARE CONFIDENTIAL.

ADDITIONAL PROVISIONS

CANCELLATION POLICY

A full refund, less a _____ administrative charge, will be given for cancellations received in writing (email, fax or letter) up to _____ days before the event. A _____% refund will be sent for cancellations received 7 days prior to the event. No refunds can be given for cancellations within one week of the event.

AUTHORIZATION & SIGNATURES

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</i>	<i>Speaker signature</i>
<i>Print name here</i>	<i>Print name here</i>
<i>Title</i>	<i>Title</i>
<i>Organization</i>	<i>Organization</i>
<i>Date</i>	<i>Date</i>