

On your letterhead with your logo, business name, address

SAMPLE Speaker Contract

Effective Date / /
[Speaker Name], further referred to as "[Speaker]", [State]
Between [Type of legal entity],
[Address] Add your FEIN here or in paragraph re:
[City], [State] [Zip Code] payment. Attach your W-9.
And [Company Name], further referred to as "[Business]"
[State] [Type of legal entity],
[Address]
[City], [State] [Zip Code]

The Speaker agrees to perform the following services and in accord with the following terms and conditions.

Compensation shall be in the **discounted** amount of \$____ plus travel and expenses and will be contingent upon the completion of the presentation listed below. Travel shall be of a public carrier per the Speaker's choice. Insert what you will receive for discounting pricing. (Can be modest.)

(Insert Name of Your Presentation, Date and Time to be given, length and any other pertinents details)

The Business agrees to pay the Speaker by Certified Check/Zelle/Venmo/Other that is made payable to the Speaker/Speaker's business at the conclusion of the presentation.

The Speaker shall present as an independent contractor and the Speaker shall have no obligation with regard to such presentation, as a result of this Agreement, to anyone other than the Business.

The Speaker may conduct at least two interviews with print or electronic media prior to the presentation for purposes of publicizing the presentation. Interview details will be directed by the Business and in conjunction with the Speaker The speaker may promote presentation on social media and the speaker's newsletter .

The Business shall furnish facilities for the presentation at its own expense and such facilities shall be of good condition with adequate lighting, heat/air conditioning, and internet access. List other requirements such as a screen, projector, lectern, or whatever other supplies you may need.

The Business shall not be responsible for any payment if the Speaker fails to give the presentation due to conditions that are beyond the control of the Speaker, for example medical disability and or an act of God that is outside of the speaker's control.

The Business has the right to simulcast or to produce a delayed broadcast of the Speaker's presentation through a closed circuit or public television / radio or commercial cable television. This license shall be non-exclusive and the copyright of such license shall belong to the Speaker.

If the Business does record the Speaker's presentation a copy of the recording shall be given to the speaker approximately **thirty** days following the presentation.

Copies of the recording of the Speaker's presentation may be maintained by the Business for the sole use of its employees. The Speaker grants the Business to maintain copies of the presentation and for them to use such copies for internal viewing purposes only.

No other audio taping or video taping of the Speaker's presentation shall be permitted without prior authorization by the Speaker.

The Business shall provide the speaker a suitable area near the presentation for the Speaker to display business cards and business literature, audience sign-in sheets, audience handouts, and sell books and other educational material that is produced by the Speaker.

Applicable Law

This contract shall be governed by the laws of the State of _____ in _____ County and any applicable Federal Law.

Signature of the Speaker Date

Signature of the Business Date