SAMPLE

CONTRACTUAL

AGREEMENTS

**Agreement When You Have Waived Your Fee (Speaking-to-Enroll/Non Paid Engagement)**

Dear

Thank you for the opportunity to present at your (meeting/conference). This letter will constitute our understanding of agreement that I will be speaking on (topic) on (day, time) at (location) for (length of time.)

It is agreed that I will waive my customary fee, and will make and cover my own travel arrangements. (Name of organization) will provide all logistical needs on site, including (tech specifics, mic request, etc.) You agree to advise any timetable for set up and early access to the venue.

It is agreed that I will have the opportunity to handout (flyers and marketing materials) on site to the attendees. It is further agreed that I have your permission to make an offer to the attendees that is mutually agreed upon. This offer will be in the form of (state specifics of free or paid offer.)

No video taping or audio recording can be permitted except for that which has been previously agreed upon.

(And only if traveling out of town....add:)

It is also agreed that if the event is cancelled or rescheduled by (organization) for any reason, other than an Act of God, (the organization) will reimburse me for any un-refundable travel-related expenses that have already been expended.

Any alterations to this agreement by either party must be addressed in written form and signed by both parties. Please sign this agreement and return one copy to me via scan email attachment or fax to ( ). If mail is preferred, please send to (address.)

I will forward to this greatly appreciated opportunity to serve your attendees.

Your Name Contact Name

Your Title Contact Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

**Agreement for Paid Speaking Engagement**

Dear

Thank you for the opportunity to present at your (meeting/conference). This letter will constitute our understanding of agreement that I will be speaking on (topic) on (day, time) at (location) for (length of time)

It is agreed the fee for my presentation at (name of event/meeting) will be ($ ). This fee will be paid in two increments, the first due on the signing of this agreement and balance on the day of the event. (Group) also agrees to provide expenses, including.... (or stipulate the expenses you will be covering) . These will be submitted after the event and are to be paid within 15 days after the conclusion of my presentation (*or if submitted before, it should be due with the final check at the event*).

(Name of organization) will provide all logistical needs on site, including (tech specifics, mic request, etc.) You agree to advise any timetable for set up and early access to the venue.

It is agreed that I will have the opportunity to handout (flyers and marketing materials) on site to the attendees. It is further agreed that I have your permission to make an offer to the attendees that is mutually agreed upon. This offer will be in the form of (state specifics of free or paid offer.) (Organization) agrees to provide assistance in handling product sales (*if this is so...)*

I grant permission for audio or video taping for internal use only. However, if this video is intended for sale, distribution or live streaming, it is agreed I will be granted approval for use of my presentation for said purposes.(*If there is revenue sharing on the video product it should be stated here*.) It is agreed that I will provided a copy of this presentation post-event for my own future promotional purposes.

All materials that I present remain the sole property of (your business name)

No video taping or audio recording can be permitted except for that which has been previously agreed upon.

(And only if traveling out of town....add:)

It is also agreed that if the event is cancelled or rescheduled by (organization) for any reason, other than an Act of God, (the organization) will reimburse me for any un-refundable travel-related expenses that have already been expended.

Any alterations to this agreement by either party must be addressed in written form and signed by both parties. Please sign this agreement and return one copy to me via scan email attachment or fax to ( ). If mail is preferred, please send to (address.)

I will forward to this greatly appreciated opportunity to serve your attendees.

Your Name Contact Name

Your Title Contact Title

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Signature Signature

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Date Date