

### **Speaker Contract**

Please complete, sign and return a copy of this contract with honorarium to reserve the date. The speaking date(s) are confirmed upon receipt of the honorarium and the signed contract.

1. Contracting Organization: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Telephone: \_\_\_\_\_ Cell Phone (day of the event) \_\_\_\_\_
4. Contact Person: \_\_\_\_\_
5. Date(s) of Speaking Engagement: \_\_\_\_\_
6. Address where presentation will be held: \_\_\_\_\_  
\_\_\_\_\_
7. Recommend Hotel/City close to venue for speaker: \_\_\_\_\_  
\_\_\_\_\_
8. Honorarium: \_\_\_\_\_
9. Travel and lodging expenses are in addition to honorarium unless honorarium is determined to be all inclusive. Hotel, Airfare, Ground transportation, Parking, etc. are to be reimbursed to speaker on the day of the speaking engagement.
10. Program Title(s): \_\_\_\_\_
11. Course Handouts and Continuing Education Certificates:  
Organization will receive a customized handout by email 4-6 weeks prior to the program.
12. Speaker's Meeting Room Needs:  
6 foot table at head of room for speaker's papers, water and water glass. Classroom style seating is preferred by audiences, if round tables are used, seats should be placed at half rounds.
13. Audio Visual Needs:  
Speaker Requests Wireless Lavalier microphone (if more than 30 people), or as 2<sup>nd</sup> choice, a handheld microphone wireless or with 50-foot cord, large screen, table and electric plugin for speaker's laptop. Please provide LCD projector.

PO Box 542  
Copperopolis, CA 95228  
209.785.3903 phone  
209.785.4458 fax  
Leslie@LeslieCanham.com  
www.LeslieCanham.com

## Speaker Contract-continued

14. Program Schedule: Client is asked to complete below. If speaker is speaking more than one day or in additional breakouts, please provide schedule for all programs.

### Program Start, End, Break Times

Registration:	_____
Program Starts:	_____
AM Break:	_____
Program Resumes:	_____
Lunch Break:	_____
Program Resumes:	_____
PM Break	_____
Program Ends:	_____

15. Venue and food/beverage (if included): Provided by Organization

To reserve a speaking date, sign, and return this contract with payment of the honorarium within 15 days. Speaking engagement dates are considered confirmed upon receipt of the honorarium and signed contract. If the Organization requests any change in the speaking date after the date has been confirmed per this agreement, the organization will be responsible for any non-refundable travel expenses. A cancellation fee of 50% of the of the honorarium will be assessed in the event the speaking engagement not rescheduled at a later date.

If you have any questions. Please call our office at 209-785-3903 or email us at [leslie@lesliecanham.com](mailto:leslie@lesliecanham.com).

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

For Hiring Organization

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Leslie Canham, CDA, RDA, CSP

