



SPEAKING ENGAGEMENT AGREEMENT

CLIENT _____

EVENT _____

AUTHORIZED REPRESENTATIVE _____

CLIENT ADDRESS _____

AUTHORIZED REPRESENTATIVE OFFICE TELEPHONE _____
CELL PHONE _____ FAX _____
EMAIL _____

PRESENTATION DATE _____ PRESENTATION TIME _____
ESTIMATED ATTENDANCE _____ PROGRAM LENGTH _____

SPECIFIC LOCATION OF PRESENTATION [Full Address, Room Name or Number]

NEAREST COMMERCIAL AND PRIVATE AIRPORT _____

Terms of Agreement

The speaking honorarium is \$ _____ which includes the cost of transportation, one night lodging [if required], and meals. One-half of the honorarium is required to confirm the speaking date and is to be returned with the signed agreement. The balance of the speaking honorarium is **due the day of the speaking engagement**.

Client agrees that if the balance of the speaking honorarium is not received at the time of speaking presentation, the contractor reserves the right not to perform, and the contractee agrees to reimburse the cost of airfare and lodging for the duration of the stay.

A cancellation of an engagement causes a loss of income. Therefore, should client cancel the date, the deposit shall not be refundable. If speaker cancels due to illness or unforeseen emergency, deposit shall be refunded to the client.

Should speaker arrive by air travel client agrees to provide transportation from the arrival airport to the hotel or event, and back to the airport.

Client shall not disseminate, publish, circulate, record, broadcast, videotape or transmit the presentation in any form without the express written consent of the speaker. Client understands that this may involve an additional agreement.

If speaking engagement is taking place at a college, university, or high school, or business with an employee cafeteria, contractee agrees not to schedule talk in a cafeteria, marketplace, or student union lobby.

If program is satisfactory, contractee agrees to mail speaker a brief testimonial typed on company or association letterhead and will also provide two referrals, including contact information, of other organizations who may benefit from the speaker's program. Both shall occur within fourteen days of speaking engagement.

Please execute this agreement and return it to within ten days of your receipt. Speaker will sign and return a copy for your records.

The above is agreed to and accepted by [full name of sponsoring organization] _____

Authorized Signature _____ Date _____

By _____

RETURN SIGNED FORM WITH DEPOSIT VIA USPS TO:

**MR. JON HELMINIAK
ADVENTURE QUEST PRODUCTIONS
P.O. BOX
MEQUON WI 53092**

Speaker will not book date without signed form and deposit.