

# Sample Speaking Engagement Agreement

**Scott Sadler — Executive Coach, Keynote Speaker, Facilitator**

This Speaking Engagement Agreement ("Agreement") outlines the terms between **Scott Sadler** ("Speaker") and \_\_\_\_\_ ("Client") for the speaking services described below.

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## 1. Event Details

**Event Name:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

**Presentation Format:** Keynote / Workshop / Facilitation / Other

**Presentation Title or Focus:** \_\_\_\_\_

**Event Location (or Virtual Platform):** \_\_\_\_\_

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## 2. Scope of Services

The Speaker agrees to deliver the following:

- A customized keynote or facilitated session tailored to the audience and objectives.
- Up to one pre-event planning call.
- Any agreed-upon supporting materials (e.g., slides, worksheets).

Any additional services, including extended consulting, added sessions, or post-event coaching, will require a separate agreement or amendment.

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## 3. Speaker Fee and Expenses

**Speaker Fee:** \$ \_\_\_\_\_

A 50% deposit is required to secure the event date. The remaining balance is due within 14 days following the event unless otherwise agreed.

**Expenses:** The Client agrees to cover reasonable travel, lodging, and meal expenses unless the event is fully virtual. Travel arrangements may be made directly by the Client or reimbursed to the Speaker.

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## 4. Client Responsibilities

The Client agrees to:

- Provide a clear event agenda and audience profile.
  - Ensure appropriate audio/visual support, room setup, and technical requirements.
  - Communicate any changes to schedule, format, or expectations in a timely manner.
  - Provide proper attribution to the Speaker in event promotional materials.
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## 5. Recording & Intellectual Property

Recording of the Speaker's presentation requires prior written approval.

All presentation materials, content, and intellectual property remain the exclusive property of the Speaker. Any reproduction, distribution, or reuse requires written permission unless explicitly granted.

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## 6. Cancellation & Rescheduling

If the Client cancels the engagement:

- More than 30 days before the event: deposit is refundable minus any non-refundable expenses.
- Within 30 days of the event: deposit is non-refundable.

If the Speaker must cancel due to unforeseen circumstances, all deposits will be refunded in full, and the Speaker will make reasonable efforts to reschedule.

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## 7. Force Majeure

Neither party will be held liable for events beyond reasonable control, including natural disasters, illness, government restrictions, or technical failures for virtual events.

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## 8. Agreement

By signing below, both parties agree to the terms outlined above.

**Client Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Speaker Name:** Scott Sadler

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_