

REANNETTE ETZLER, PHR

The Strategic HR Coach | CLT Leadership, LLC

Keynote Speaker • Trainer • Executive Coach • HR Consultant

PROFESSIONAL SPEAKING AGREEMENT

Sample — Not Legal Advice

IMPORTANT NOTICE: This document is a sample agreement template for informational purposes. It does not constitute legal advice. Both parties are encouraged to consult with qualified legal counsel before signing any binding agreement.

EVENT DETAILS

Client Organization	_____
Primary Contact Name	_____
Contact Email / Phone	_____
Event Name / Conference	_____
Event Date(s)	_____
Session Start / End Time	_____
Venue Name & Address	_____
Expected Attendance	_____
Presentation Title	_____

1. SPEAKER FEE & PAYMENT

The Client agrees to pay CLT Leadership, LLC (Speaker) a speaking fee of \$_____ for the services described in this Agreement. Payment terms are as follows:

- Deposit: 50% of the total fee due upon execution of this Agreement.
- Balance: Remaining 50% due no later than 14 calendar days prior to the event date.
- Method of Payment: To CLT Leadership, LLC via electronic transfer.
- Late Payment: Balances not received by the due date may result in cancellation of engagement at Speaker's discretion, with deposit retained.

2. TRAVEL, LODGING & EXPENSES

Client agrees to reimburse Speaker for reasonable and necessary travel expenses, including but not limited to:

- Roundtrip airfare (coach class unless flight exceeds 3 hours, in which case business class is preferred) or mileage reimbursed at the current IRS standard mileage rate. Preferred airline Delta.
- Hotel accommodations for the night(s) immediately before and/or after the event as mutually agreed.
- Ground transportation to and from the venue (ride-share, rental car, or client-arranged transportation).
- Meals and incidental expenses at actual cost or IRS per diem rate for the event location.
- All travel expenses are billed at cost and invoiced with receipts. Client may elect to book and pay travel directly in lieu of reimbursement — please coordinate with the Speaker's team in advance.

3. PRESENTATION & CONTENT

Speaker will deliver the agreed-upon presentation described in Exhibit A (Program Description), which is incorporated by reference into this Agreement.

Speaker retains all intellectual property rights to presentation content, frameworks, tools, and materials including but not limited to the IMPACT Model and HR Hangover curriculum. Client receives a limited, non-exclusive license to use provided handouts for internal participant use only.

Client agrees not to record, reproduce, or distribute Speaker's presentation without prior written consent. Any approved recording rights must be negotiated separately and reflected in an addendum to this Agreement.

4. CLIENT RESPONSIBILITIES

Client agrees to provide the following as outlined in Speaker's Event Requirements Rider:

- Appropriate A/V equipment including working wireless microphone, projection system, and reliable Wi-Fi.
- Technical support on-site during setup and the full session.
- A minimum 30-minute uninterrupted setup period before the session begins.
- Accurate attendance projections no later than 21 days prior to the event.
- All logistical communications directed to: reanette@cltcoachingllc.com or 530-520-5775.

5. CANCELLATION & POSTPONEMENT

CANCELLATION BY CLIENT:

- More than 90 days prior to event: Deposit is refunded in full, less any non-refundable travel costs already incurred.

- 31–90 days prior to event: Deposit is forfeited. No additional fee is owed unless travel has been booked, in which case Client reimburses actual non-refundable travel costs.
- 30 days or fewer prior to event: Full speaking fee is due. Client reimburses all non-refundable travel costs incurred.

POSTPONEMENT: If Client postpones the event, Speaker will make reasonable efforts to accommodate a rescheduled date. If the parties cannot agree on a new date within 90 days of the original event, the cancellation terms above apply.

CANCELLATION BY SPEAKER: In the unlikely event Speaker must cancel due to illness, family emergency, or force majeure, all deposits and fees paid will be refunded in full, and Speaker will make reasonable efforts to secure a qualified substitute speaker.

6. FORCE MAJEURE

Neither party shall be liable for failure to perform obligations under this Agreement due to circumstances beyond their reasonable control, including but not limited to acts of God, natural disasters, government actions, pandemics, or travel disruptions. Both parties agree to act in good faith to reschedule or otherwise resolve the situation.

7. CONDUCT & PROFESSIONALISM

Both parties agree to conduct themselves professionally throughout the engagement. Speaker will deliver the agreed program with energy, expertise, and the highest professional standards. Client agrees to provide a respectful and safe environment for Speaker and all attendees.

8. LIMITATION OF LIABILITY

In no event shall either party's total liability to the other exceed the total fees paid or payable under this Agreement. Neither party shall be liable for indirect, incidental, or consequential damages.

9. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Washington. Any disputes arising under this Agreement shall be resolved through good-faith negotiation, and if unresolved, through binding arbitration in Benton County, Washington.

10. ENTIRE AGREEMENT

This Agreement, including any Exhibits attached hereto, constitutes the entire agreement between the parties and supersedes all prior discussions, representations, or agreements. Any modifications must be made in writing and signed by both parties.

SIGNATURES

By signing below, both parties agree to the terms and conditions of this Professional Speaking Agreement.

Speaker Signature _____

Reanette Etzler, PHR | CLT Leadership, LLC

Date: _____

Client Authorized Signature _____

Name: _____

Title: _____

Organization: _____

Date: _____

Return executed agreement and deposit to: reanette@cltcoachingllc.com | CLT Leadership, LLC | 530-520-5775