



## Welcome!

I'm looking forward to serving you and your audience at your upcoming event. This agreement outlines the details we've discussed and ensures we both have clarity and peace of mind moving forward.

My goal is to make this process easy, collaborative, and aligned with your vision. If anything needs adjusting, I'm happy to chat. I'm looking forward to serving your audience and partnering with you for a meaningful experience.

With gratitude,

Cindee Williams  
Founder, LEAD My Life™

### Agreement Between:

- Event Host/Organization Name: \_\_\_\_\_
- Contact Person: \_\_\_\_\_
- Email/Phone: \_\_\_\_\_
- \_\_\_\_\_
- Speaker Name: Cindee Williams
- Business Name: LEAD My Life™
- Email:
- Phone:

### Event Details

- Event Name: \_\_\_\_\_
- Event Date(s): \_\_\_\_\_
- Presentation Title: \_\_\_\_\_
- Format:  Keynote  Workshop  Breakout  Virtual
- Presentation Duration: \_\_\_\_\_ minutes
- Location/Venue: \_\_\_\_\_

### Travel & Accommodations (for travel within the USA)

For in-person events requiring travel, the event host agrees to provide a flat travel stipend of \$1,000, to be included in the final invoice.

This stipend allows the speaker to independently arrange all travel-related needs, including airfare, lodging, ground transportation, and meals.

## Compensation

- Speaker Fee: \$\_\_\_\_\_ (plus \$1,000 flat travel stipend for in-person events outside of local area).
- A 50% deposit is due upon signing to secure the event date.
- The remaining balance is due on or before the day of the event unless otherwise arranged. Acceptable payment methods: Invoice paid via ACH or Checks

## Technical & Room Setup

Please refer to the attached AV & Room Setup Preferences for microphone, presentation, and room layout preferences.

## Materials & Promotion

- The event host may use Cindee's approved bio and headshot for event marketing.
- The speaker may promote the event on her platforms when public and appropriate.
- If participant handouts are included, the speaker will either bring printed copies or provide a digital version by assigned deadline for pre-printing of event programs.

## Cancellation Policy

- If canceled by the event host within 30 days of the scheduled event, 50% of the total speaking fee will be retained as a cancellation fee.
- In the event of unforeseen illness, emergency, or disruption on either party's part, both agree to reschedule in good faith.

## Signatures

By signing below, both parties agree to the terms above. Of course, if there are adjustments needed to better align with your event goals, I'm happy to collaborate.

Event Host Signature: \_\_\_\_\_

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

Speaker Signature (Cindee Williams): \_\_\_\_\_

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

