

# COLBY GOODMAN

Keynote Speaker

## Speaking Agreement

### Engagement Summary

This Agreement is entered into between [Client Organization Name] ("Client") and Colby Goodman ("Speaker").

Event: [Event Name]

Date: [Date]

Location: [Venue / Virtual Platform]

Audience: [Type + Size]

### Program Options Selected

Tier I: Keynote Presentation: \$\_\_\_\_\_

Tier II: Keynote + Breakout: \$\_\_\_\_\_

Tier III: Keynote + Workshop + Strategy Session: \$\_\_\_\_\_

Selected Tier: \_\_\_\_\_

### Payment Terms

50% deposit due upon signing. Remaining balance due 14 days prior to event.

Additional services requested after signing will be billed at current consulting rate.

### Scope of Services

Speaker will deliver only sessions included in selected tier unless otherwise agreed in writing.

### Travel & Expenses

\_\_\_\_ Client agrees to provide or reimburse airfare, hotel, transportation, and meals. See attached rider.

\_\_\_\_ Client requests a travel "buy-out", amount added to the total is \$\_\_\_\_\_.

### Cancellation Policy

60+ days: Deposit retained.

30-59 days: 50% fee due.

Less than 30 days: Full fee due.

### Force Majeure

Neither party shall be liable for failure or delay in performing obligations under this Agreement if such failure or delay is due to events beyond reasonable control, including but not limited to acts of God, natural disasters, government orders, public health emergencies, labor disputes, travel restrictions, or venue closures. In such event, the parties agree to make a good-faith effort to reschedule the engagement within twelve (12) months. If rescheduling is not mutually feasible, payments made shall be credited toward a future engagement or otherwise resolved by mutual written agreement. If rescheduling is not possible, deposit shall be retained as liquidated damages reflecting preparation, planning, and lost booking opportunity.

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## Speaking & Strategic Engagement Agreement

### Speaker Technical & Travel Rider

#### Audio/Visual Requirements

Wireless lavalier microphone preferred; handheld backup required.

Projection screen visible to entire audience.

HDMI or USB-C connection.

Adequate front lighting.

Clear stage area and small table for water.

Dedicated AV contact onsite.

#### Slides & Media

Slides provided 72 hours prior unless otherwise agreed.

Client may not alter presentation materials.

Recording requires written approval.

#### Travel Requirements

##### *Round-trip airfare:*

flights under 3 hours: main cabin or higher

flights over 3 hours: premium main cabin or higher

flights over 6 hours: business class or higher

4-star hotel accommodation.

Ground transportation.

Reasonable meals during travel.

-or-

Travel "Buy-Out" where a lump-sum is added to the contract and the "Speaker" makes all travel arrangements and does not submit any travel-related reimbursements (including meals) to the "Client", unless the "Client" changes the scope of this agreement or cancels the event, at which time additional costs will be forwarded to the "Client".

#### Preparation Time

Access to venue 60–90 minutes prior for sound check and setup.

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## Speaking & Strategic Engagement Agreement

### Recording & Content Rights

Recording requires written approval. Materials remain intellectual property of Speaker.

### Marketing Rights

Client may use Speaker promotional materials for event promotion. Speaker may reference event for portfolio use.

### Confidentiality

Speaker will not disclose confidential information shared by Client.

### Liability

Each party is responsible for its own acts and omissions.

### Acceptance

Client Name (Company/Organization): \_\_\_\_\_

Client Representative Name: \_\_\_\_\_

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

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

Speaker Name: *Colby Goodman*

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

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