

KRJ CONSULTING, LLC – SPEAKER AGREEMENT (Revised 2025 Version)

This Speaker Agreement (“Agreement”) is made between KRJ Consulting, LLC (“Speaker”) and the Client identified below for professional speaking services.

1. EVENT DETAILS

Client / Organization:

Primary Contact:

Email / Phone:

Event Title / Purpose:

Event Date(s):

Event Location (City / Venue or Virtual):

Estimated Attendance:

2. SCOPE OF SERVICES

Speaker will provide the following professional services:

Session Title:

Session Type:

Session Length:

Deliverables include:

- Customized presentation
- Pre-event planning call
- Presentation slides (intellectual property retained)
- Optional Q&A; session

Additional activities only if listed here:

3. PROFESSIONAL FEE & PAYMENT TERMS

Speaker Fee:

Travel / Lodging:

Reimbursable Expenses: Airfare, hotel, meals, mileage, ground transportation.

Deposit: 50% due upon signing.

Balance: Due 7 days before event.

Late payments accrue a 5% administrative fee every 15 days.

Payment Methods: ACH, Credit Card, or Check payable to KRJ Consulting, LLC.

4. INTELLECTUAL PROPERTY & RECORDING RIGHTS

All presentation materials remain exclusive intellectual property of Speaker.

Recording permissions (select one):

- No recording permitted.
- Internal organizational use only.
- External marketing use permitted up to 2 minutes.

No editing, distribution, livestreaming, or resale is permitted without written approval.

5. TRAVEL, LODGING & TECHNICAL REQUIREMENTS

Client agrees to provide: Lavalier mic, projector & screen, A/V support, reliable internet for virtual events.

Failure to meet requirements constitutes Client breach.

6. CANCELLATION & RESCHEDULING

Client Cancellation:

- 120–61 days: 50% fee
- 60–31 days: 75% fee
- Within 30 days: 100% fee

Travel expenses incurred are reimbursable.

Rescheduling allowed once within 12 months if Speaker is available.

Speaker Cancellation:

Full refund or qualified substitute offered.

7. FORCE MAJEURE

Neither party is liable for disruptions beyond reasonable control. Virtual option offered if available.

8. SAFETY, CONDUCT & WORK ENVIRONMENT

Speaker may withdraw without penalty in unsafe or hostile environments.

9. MARKETING & PUBLICITY

Client may use approved bio and photos for event promotion only.

10. RELATIONSHIP OF PARTIES

Speaker is an independent contractor.

11. ENTIRE AGREEMENT & MODIFICATIONS

Changes require written agreement.

12. GOVERNING LAW

South Carolina law governs this Agreement.

SIGNATURES

Client Organization:

By (Name/Title):

Signature: _____ Date: _____

KRJ Consulting, LLC

By: Karen R. Jenkins, President & CEO

Signature: _____ Date: _____