



VSM
COACHING AND CONSULTING

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SPEAKER ENGAGEMENT AGREEMENT

THIS SPEAKER ENGAGEMENT AGREEMENT (“Agreement”) is made effective as of **DATE**, by and between **VSM COACHING AND CONSULTING** providing the services of **VIRGINIA SHARP MARCH** (collectively, “Speaker”) and **EVENT ORGANIZATION NAME** (“Organization”).

Speaker and Organization agree to the following terms and conditions:

1. 1. ENGAGEMENT. Organization hereby engages Speaker to provide at the following event (“Event”):

Event name: **“EVENT NAME”**

- A. KEYNOTE: **KEYNOTE NAME** on **DATE** at **TIME** (_____ in approximate duration, with an attendees’ break scheduled immediately following Speaker’s session) with an arrival time of _____
- B. Breakout/Concurrent Session: **BREAKOUT NAME** on **DATE** at **TIME** (_____ in approximate duration)
- C. Availability to Organization for promotional appearances for media throughout the day on **DATE (Day before typically)**. Organization to provide a schedule for Speaker approval prior to the Event
- D. Speaker to be available to the attendees during the Event, _____ minutes before and _____ minutes after the Speaker’s session(s) for pictures and autographs
- E. UPON REQUEST: A 300 word blog post or newsletter article re-emphasizing a lesson from the Speaker’s session(s)
- F. SPONSOR PACKAGES: Upon request, Speaker will work with Organization to create a Keynote Speaker Sponsor Package
- G. **LOCATION**
Speaker will Arrive to Location: **DATE and TIME**
Speaker will Depart Location: **DATE and TIME**
- H. Organization contact person: **CONTACT NAME & CELL NUMBER**
Speaker Cell Phone Number: **YOUR CELL NUMBER**

2. FEE.

(Inside 30 days of event): Organization shall pay Speaker an engagement fee of **Dollar Amount written out (\$NUMBER.00)**, which shall be due and payable in full the day of the event by check payable to the order of **COMPANY NAME**.

OR outside of 30 days, and when a Deposit is Negotiated:

Organization shall pay Speaker a total engagement fee of **Dollar Amount written out (\$NUMBER.00)**, which shall be due and payable as invoiced.

Fifty percent (50%) of the Fee is due and payable upon execution of this Agreement. The remaining balance is due and payable on or before 30 calendar days prior to the Event.

Virginia Sharp March – VSM Coaching and Consulting

440.812.3079 – Jacksonville, NC – virginia@virginiasharpmarch.com – www.virginiasharpmarch.com



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3. REIMBURSEMENT OF EXPENSES. Company shall also reimburse Speaker for the following reasonable out-of-pocket expenses that Speaker incurs, which are directly related to the Event: travel (unrestricted coach airfare or driving mileage at \$.55 per mile); hotel (same location as the Event, if applicable); rental car (mid-size or smaller); meals and any other legitimate related expenses. Company shall reimburse Speaker's expenses within ten (10) days following Company's receipt of Speaker's invoice and customary documentation. **OR** Speaker travel expenses are included within this engagement fee **OR** Flat rate travel fee of due with the deposit invoice.

4. ORGANIZATION TO PROVIDE:

- A. Organization shall provide a hotel room (**request bed size here**) checking in **DATE** and checking out **DATE**.
- B. Transportation from the Airport to hotel, hotel to Event, Event to hotel, and hotel to Airport. (Unless rental car is negotiated)
- C. Meals for Speaker throughout the Event as provided to Organization personnel or attendees.

5. CONFIDENTIALITY. In the course of performing under this Agreement, the parties may have access to certain proprietary information and trade secrets of each other (collectively, the "Confidential Information"). The parties agree that the terms of this Agreement, including without limitation *speaker fees*, are part of the Confidential Information. Neither party may, either during or after the Term of this Agreement, use, disclose or otherwise permit any person or entity access to any of the Confidential Information of the other party, except as strictly required or anticipated in the performance of their obligations hereunder.

6. RESCHEDULING POLICY. Speaker and Organization agree to the following rescheduling terms:

- A. If Organization reschedules more than 31 days before the Event, Speaker shall transfer the Organization's advance payment(s) to a mutually agreed upon future event;
- B. If Organization reschedules 30 days or less before the Event, Speaker's full engagement fee shall be due and payable with the full engagement fee transferrable to a mutually agreed upon future event and any non-refundable transportation booked by Speaker will be reimbursed within 30 days;
- C. In the highly unlikely event Speaker is unable to perform the engagement:
 - I. Speaker reserves the right to provide and pay for all fees of a substitute speaker of similar skill to present at the Event with Organization approval. In which case the Organization would still pay the final balance to Speaker to remit to the substitute. **AND** Speaker will perform at a mutually agreed upon future event for no additional charge;
 - OR**
 - II. Speaker will fully refund Organization any fees paid by Organization up to the date of cancellation. hereunder
- D. All cancellations and rescheduling shall be in writing (e-mail sufficient) and sent by an authorized person.

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7. AUDIOVISUAL AND OTHER EQUIPMENT REQUIREMENTS. Organization shall provide the following equipment for Speaker use at the Event:

- A. Wireless microphone (for keynote);
- B. A clear stage or speaking area (a lectern may be placed in a front side corner);
- C. Projector for PowerPoint presentation;
- D. Presentation provided by Speaker on her PC- Speaker will bring all necessary adapters;
- E. An open area 4-5 feet wide adjacent to this table for photography with attendees

8. SPEAKER HANDOUTS / MATERIALS. Speaker's handout and promotional item for keynote shall be **provided by the Speaker/printed by the Organization and distributed** at the event.

9. RECORDING OF SESSION(S). No portion of Speaker's presentation may be recorded by Organization or attendees by any means without the advance written consent of Speaker. Upon consent, additional fees may apply for the use of the copyrighted materials, and approval of a copy of any and all audiovisual / audio-only recordings shall be provided to the Speaker within thirty (30) days. Speaker shall be entitled to film and/or record Speaker's portion of the Event, including without limitation the introduction and ending applause. Speaker is entitled to freely utilize any and all audiovisual and audio-only recordings in any and all media and product formats, in perpetuity, for any purpose as Speaker desires, in Speaker's sole discretion.

10. PUBLICITY. Speaker shall be available for promotional media engagements in advance of and during the Event as reasonably requested by Organization. Speaker hereby grants Organization a non-exclusive, irrevocable and perpetual license to utilize Speaker's promotional photos, name, and BIO in the promotion of the Event and future Events. Organization hereby grants Speaker a non-exclusive, irrevocable and perpetual license to utilize Organization's logo and name in the promotion of Speaker's business and/or the Event. Photography of the Speaker throughout the Event is authorized. The Organization agrees to provide copies of this Event photography to the Speaker within thirty (30) days at no cost to the Speaker.

11. POST EVENT. If Speaker's presentation is satisfactory, Organization agrees to provide Speaker with a printed testimonial letter on Organization's letterhead, or LinkedIn within 14 days following the Event.

12. ATTENDEE LIST. If the Organization has collected the attendee's information to provide to sponsors, or exhibitors, this attendee list will also be provided electronically to the Speaker within 30 days of the Event date.

13. SPEAKER'S ASSISTANT. Speaker may travel with an assistant, at Speaker's sole expense. In such event, Organization acknowledges and agrees that neither Speaker nor Speaker's assistant will be charged any attendance fees for the Event. Organization further agrees that if meals are scheduled for attendees of the Event, Speaker's assistant will be included at no cost to Speaker.

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VSM COACHING AND CONSULTING

ORGANIZATION NAME

VIRGINIA SHARP MARCH
OWNER

Date: _____

Name: _____
Title: _____

Date: _____

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