

SPEAKING & WORKSHOP ENGAGEMENT AGREEMENT EXAMPLE

This Agreement (“Agreement”) is made on [Date] between:

Presenter: Chris Sauls

Maxwell Certified Leadership Team Independent Executive Director

Email: [Your Email]

Phone: [Your Phone Number]

Client/Organization:

[Client Organization Name]

[Client Contact Name]

[Client Address]

[Client Email]

[Client Phone Number]

1. Event Details

- Event Name: [Event Title or Series Name]
- Event Type: n Keynote n Workshop n Lunch & Learn n Custom Training
- Event Date(s): [Date(s) of Event]
- Event Time(s): [Start Time – End Time]
- Location: [Venue Name and Address or Virtual Platform]
- Presentation Topic(s): [Selected Presentation(s)]

2. Fees & Payment Terms

- Speaking Fee: \$[Amount]
- Workshop/Training Fee (if applicable): \$[Amount]
- Materials Fee (if applicable): \$[Amount]
- Travel Reimbursement: n Flat rate of \$[Amount] OR n Reimbursement for actual expenses
- Total Due: \$[Total Amount]
- Deposit: 50% (\$[Amount]) due upon signing
- Balance: 50% due no later than 7 days before the event date
- Payment Method: n ACH n Check n PayPal n Other: _____

SPEAKING & WORKSHOP ENGAGEMENT AGREEMENT EXAMPLE

3. Cancellation Policy

- 30+ days before the event: No fee
- 15–30 days: 50% of total fee is non-refundable
- Within 14 days: 100% of total fee is due

If Presenter cannot attend due to emergency or illness:

- Notify the Client promptly
- Offer to reschedule, or
- Refund any paid fees (excluding non-refundable travel costs)

4. Client Responsibilities

- Provide venue or virtual platform
- Ensure A/V setup meets specifications
- Promote and manage event logistics
- Provide lodging and meals (if in-person), unless otherwise arranged

5. Recording & Use of Content

Recording the session(s) requires prior written approval. Client may use quotes/photos with attribution.

6. Indemnification

Both parties hold each other harmless for claims arising from their own negligence or misconduct.

7. Entire Agreement

This is the full agreement. Amendments must be in writing and signed by both parties.

AGREED & ACCEPTED

Presenter Signature: _____ Date: _____

Client Signature: _____ Date: _____

Name: _____

Title: _____