

SPEAKER AGREEMENT

Wambui Bahati

Storyteller • Actress • Speaker Wambui-Bahati.com | (212) 287-9640

This Agreement is entered into between:

Speaker: Wambui Bahati (hereinafter "Speaker") **Client/Presenter:** _____ (hereinafter "Client") **Organization:** _____
Contact Person: _____ **Email:** _____
Phone: _____

ENGAGEMENT DETAILS

Program Title: _____ **Event Name:** _____
Event Date: _____ **Presentation Time:** _____
_____ (start) to _____ (end) **Venue Name:** _____
_____ **Venue Address:** _____ **Expected**
Audience Size: _____ **Audience Description:** _____

COMPENSATION

Speaker Fee: \$ _____ **Deposit (50% due upon signing):** \$ _____
_____ **Balance Due (no later than day of program):** \$ _____

Payment may be made by check payable to **Wambui Bahati**, or by electronic transfer as arranged in advance.

TRAVEL & ACCOMMODATIONS

The Client agrees to arrange and cover all reasonable travel and accommodation expenses, as follows:

Ground Transportation: For engagements located within approximately six hours of New York City, Speaker's preferred mode of travel is **Amtrak train**. Client agrees to book Amtrak travel when this option is available and practical.

Air Travel: For engagements requiring air travel, Speaker's strong preference is a **non-stop/direct flight** whenever available. Connecting flights should be avoided unless no direct option exists. When a connecting flight is unavoidable, this must be discussed and agreed upon in advance. Seat class is flexible; the priority is a direct routing.

Arrival Policy — No Day-Of Travel: Speaker must arrive in the event city **the day before the program**, regardless of the program's scheduled time. This is a firm requirement. Client agrees to provide hotel accommodations for the night prior to the program in addition to any night(s) required by the program schedule itself. This policy exists to ensure the Speaker's reliability and to protect against travel delays, cancellations, and logistical complications.

Hotel Accommodations: Client agrees to provide lodging at a reputable hotel property (full-service hotel with a lobby and standard hotel amenities). Motel-style or economy lodging without standard hotel services is not acceptable. A single private room is required for the duration of the engagement.

AUDIO / TECHNICAL REQUIREMENTS

Speaker's strong preference is a **Lavalier microphone or headset microphone** — any hands-free microphone option is acceptable. A handheld microphone may be used as a secondary option if hands-free is unavailable, but this must be communicated in advance. Client is responsible for ensuring that appropriate audio equipment is available, tested, and functioning prior to the program.

Additional technical needs (if applicable):

- Screen and projector (if slides are included — confirm with Speaker in advance)
- Sound system appropriate for room size
- A brief sound check prior to the program is required

ROOM SETUP

Speaker is flexible regarding room configuration and setup. Specific setup preferences, if any, will be communicated in advance based on the nature of the program booked. Client agrees to share room layout details prior to the event so that any adjustments can be discussed.

CANCELLATION POLICY

By Client:

- Cancellation 60+ days before the event: Deposit is forfeited; no additional fee.
- Cancellation 30–59 days before the event: 75% of the total fee is due.
- Cancellation fewer than 30 days before the event: 100% of the total fee is due.

By Speaker: In the unlikely event that Speaker must cancel due to illness, emergency, or circumstances beyond her control, Speaker will make every reasonable effort to reschedule the engagement. If rescheduling is not possible, all payments received will be refunded in full.

PROGRAM MATERIALS & PROMOTION

Client agrees to provide Speaker's biography and program description to event attendees as supplied by the Speaker. Client may not alter Speaker's biographical or promotional materials without prior written consent. Speaker retains the right to use photos, testimonials, and references to the engagement for promotional purposes unless otherwise agreed in writing.

RECORDING & MEDIA

Audio or video recording of the Speaker's program requires advance written consent from the Speaker. Unauthorized recording is not permitted.

AGREEMENT & SIGNATURES

By signing below, both parties agree to the terms outlined in this Agreement.

Speaker: Wambui Bahati Signature: _____ Date: _____

Client/Presenter: Name: _____ Title: _____
Signature: _____ Date: _____

A signed copy of this agreement and the deposit payment are required to confirm and hold the engagement date.