

**SPEAKING ENGAGEMENT AGREEMENT FOR  
FINE SPEAKERS BUREAU™**

**We are delighted you decided to book a Bureau speaker for your event/meeting. To ensure that we meet your expectations, below are the terms for the engagement.**

1. \_\_\_\_\_ (Speaker) will speak on \_\_\_\_\_(date).

Speaker will travel to \_\_\_\_\_ (location).

2. The presentation will consist of a (topic and length of time):

3. You agree to prepare the meeting room and provide requested equipment for use by the speaker, as described here:

4. The Speaker's fee is waived (no charge). The Bureau's fee is waived (no charge). Donations are welcome. They help the Bureau defray operation costs. Contact the Bureau President for the mailing address.

5. You agree to reimburse the Speaker for travel expenses beyond 20 miles and for expenses for materials you requested, as described here:

6. Speaker \_\_\_does \_\_\_does not give permission to record the voice, video or both for distribution by the client. Speaker retains all copyrights to speaker's presentations.

**We are looking forward to working with you for a successful event.**

**Prepared by Speaker:** \_\_\_\_\_

**Prepared by Client**

Company/association/group address:	Phone:	Fax:	Email:
Venue address:	Contac person and phone #:		

Agreed by: \_\_\_\_\_

Company/association/group

Name & title

Signature

Date