WORKMAN
SUCCESS SYSTEMS

Speaking Agreement

This Speaker Agreement ('Agreement') is entered into by and between Workman Success Systems ('*WSS*') and _____ ('*Client*'), for the purpose of *WSS* providing speaking services on behalf of *Client*. The fees to be paid by *Client* include a Speaker Fee of $ _____, **plus** Travel Expenses for the speaker and one assistant as outlined in the Travel Expenses section below.

Speaker Name: _____

Event Location: _____

Event Date(s) & Time(s): _____

Topic(s): _____

Is there an exhibitor area? ☐ Yes ☐ No

Will Perpetual Education Funds be utilized for this event? ☐ Yes ☐ No

EVENT SETUP, FACILITY, & PREPARATION: *WSS* will provide the computer required for delivery of the presentation. *Client* agrees to provide an acceptable and licensed facility for the event, in good condition, together with the necessary A/V requirements as outlined below, plus stage accessories and properties as needed. When possible, the room should be set up classroom-style and should have the ability to be adequately darkened to permit satisfactory viewing of the projection screen. If there will be an exhibitor area, *Client* will provide a table or booth space for *WSS*.

A/V REQUIREMENTS: Good sound, a well-lit room and proper stage setup are all critical to a successful event. *Client* agrees to provide the following equipment:

- Wireless lavalier microphone
- Projector with a minimum 3,000 lumen bulb, and a minimum 10' x 10' projection screen
- Hard-wired high-speed Internet connection for the speaker's computer
- Ability to operate and control speaker's computer from the stage
- Post-it Note easel pad on easel with thick markers

HOLDING DATES: Due to the large volume of speaker requests received by *WSS* and *WSS*'s intent to respond immediately to all inquiries, dates are NOT held without a signed speaker agreement and deposit as outlined below.

INVOICE, DEPOSIT & PAYMENT: Following execution of this Speaking Agreement, *WSS* will submit an invoice and payment request to *Client*, which will reflect the Speaker Fee and a 50% Speaker Fee deposit, which will be immediately due and payable in order to secure the agreed upon event date(s). The remaining balance of the Speaker Fee is due 30 days prior to the event date. If the engagement is secured less than 45 days prior to the event date, full payment is due at the time of booking.

TRAVEL EXPENSES: Following the event, *WSS* will invoice *Client* and *Client* agrees to pay for the following travel expenses within 30 days following the event date:

- **Airfare & Hotel:**
  - Round trip airfare for speaker and one assistant.
  - Two sleeping rooms (for speaker and assistant), plus taxes and incidentals. (*WSS* will be responsible for booking all travel and invoicing *Client* unless *Client* and *WSS* agree in advance otherwise.)
  - If the speaker's presentation ends by 4:00 PM, the speaker and assistant will fly out the same day. If the speaker's presentation ends after 4:00 PM or reasonable flights are not available, *Client* will be invoiced for an extra night of hotel accommodations and expenses for the speaker and assistant.
- **Ground Transportation:**
  - Car rental, gasoline, tolls, and car rental insurance. (If the speaker drives his or her own vehicle to and from an event, *Client* will be invoiced for the mileage travelled based upon the currently allowed standard IRS mileage rate for use of a car.)
  - If applicable, Taxi/Uber/Lyft or airport transfers, including to and from speaker's home to airport and/or airport parking.
  - Hotel parking where applicable.
- **Daily Per Diem:**
  - A $75 per person daily Per Diem for food and other incidentals, will be invoiced for travel day(s) to and from the event and each day the speaker is on site.
- **Cancellation Penalties:**
  - In addition to the Speaker Fee and travel expenses, *Client* agrees to reimburse *WSS* for any charges or penalties incurred by *WSS* for canceling an airline ticket or transportation due to event cancellation by *Client.*

VIDEO RIGHTS: *Client* is welcome to make audio or visual recordings or broadcasts (in any medium, including but not limited to, audio/teleconference, web broadcast, cell phone/smartphone recordings/transmissions, Facebook Live, camera, etc.) as long as *Client* notifies *WSS* in advance of its intent to do so. *Client* agrees to provide *WSS* with a full-length copy of the recorded presentation in raw footage after the event and thereby grants *WSS* the right to use the footage in any format, now known or later developed.

CANCELLATION: In the event *Client* cancels the event for any reason, *Client* will have 12 months from original event date to book and conduct an event, or the Speaker Fee deposit will be forfeited. If the event is rescheduled and subsequently held within the 12-month timeframe of the original event date, the Speaker Fee deposit will be applied to the Speaker Fee of the new event. In the event *Client* cancels the event or this Agreement and does not rebook a new event within 12 months, the following cancellation fee schedule will be in effect from the time written notification is received by *WSS*:

45 days or less before event date……100% of Speaker Fee
46 - 90 days before event date…….75% of Speaker Fee
91 - 180 days before event date……50% of Speaker Fee

In the event, *WSS* must cancel due to transportation difficulties beyond the control of *WSS*, illness of the speaker, or other unforeseen emergency, *WSS* agrees to refund the *Client*, within 30 days, any deposits *WSS* received from *Client*.

MODIFICATIONS: The details set forth in this entire agreement between *WSS* and C*lient* may not be changed, modified, waived, or discharged in whole or in part except by an instrument in writing signed by both parties.

AUTHORIZED REPRESENTATIVE: In signing this agreement, the representative of *Client* warrants that he/she signs as a duly authorized representative of the *Client*.

The above terms and conditions constitute the full understanding and agreement between the parties and are not assignable by either party without the written consent of the other party:

_____ _____

Workman Success Systems Client

_____

Name (Please print)

_____

Date