



Office address: 1460 Ann, St Suite B, Montgomery, Alabama 36107
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APPEARANCE & SCHEDULING AGREEMENT BETWEEN THE CLIENT AND SPEAKER

AND

Client: _____ **Contact Person:** _____

Address: _____ **Title:** _____

Bus. Phone: _____ **Email:** _____

PRESENTATION SPECIFICS

Date of meeting(s): _____ **Time:** _____

Facility: _____ **City, State:** _____

Composition and size of audience: _____

Agreed upon title or subject: _____

Appropriate dress for speaker: Normal Business Attire Formal Casual

It is the intent of _____ to carefully tailor this message to your audience. Please send us any brochures or other information explaining your products, services, or details of your business, copies of the official program and any promotional mailings pertinent to this engagement.

Hotel Reservations: _____

FINANCIAL SPECIFICS

The agreed-upon honorarium of \$ _____ will be: All Inclusive Plus Expenses

A non-refundable deposit of \$ _____ is due now with signed agreement to confirm engagement.

Additional deposit of \$ _____ due by _____ . Balance due: \$ _____

due by _____ .

Because this contract removes the speaker from the marketplace on the above date agreed upon, a \$ _____penalty will be assessed if the event is cancelled within

_____or less from the agreed upon date. If event is cancelled by

_____, a full refund will be made to client.

The performance of this agreement by either party is subject to acts of god, war, disaster, strikes, civil disorder, curtailment of transportation facilities or other emergency making it inadvisable, illegal, or impossible to provide the facilities, to hold the function, or to travel to the function. This agreement, together with any attachments hereto, constitutes the entire contract and supersedes all previous agreements, promises, presentations, understandings and negotiations, whether oral or written, between the client and the speaker with respect to the subject matter of the contract.

In witness thereof, the above-identified parties have executed this agreement and schedule and it is to become effective on the date signed by the client. Any changes to this document must be agreed to in writing by both parties before those changes become effective. Both parties affirm they have the authority to make this agreement and abide by the terms of the agreement.

IT IS UNDERSTOOD THAT AUDIO OR VIDEO TAPING OF THE PRESENTATION IS NOT A PART OF THIS AGREEMENT. SEPARATE QUOTATION AVAILABLE UPON REQUEST.

ACCEPTED AND APPROVED

This contract must be executed and returned before date(s) are confirmed.

Client:

X _____ X

Signature of Speaker / Contracting Officer

Signature of Contracting Officer for Client

Dated: _____

Dated: _____