



This Speaking Agreement will assist you in planning and will provide you with the information needed to schedule Raymond's time with you.

### **Speaker Contact**

General Manager:

Phone:

### **Event Information**

Event Date:

Date

Event Name:

Event Name

Location:

City, State

Host:

Sponsor / Contact Name

### **Program Details**

Raymond Modglin will provide XX keynote on DATE for a length of TIME Hours or Minutes

### **Finances**

Raymond's Fee: \$X,XXX.00 inclusive of travel expenses, except hotel. (see Travel below)

Travel: The event host/sponsor is responsible for speaker's hotel accommodations.

### **Deposit**

A 50% deposit of \$X,XXX.00 due upon contract acceptance; **balance in full due at or before event.**

### **Rights Reserved**

Audio or video taping of Raymond's program is allowed only when Raymond has granted written permission and is guaranteed a first generation copy for his files.

### **Product Sales**

Raymond may plan to sell product at your event. In venues where sales tax or other fees are required, we ask that we have written notification prior to the event with the details of those expenses. No revenue splits.

### **Cancellation & Refund Policy**

To receive a full refund of your deposit, written cancellation must be received within 45 days of event. A cancellation fee of 50% of contract value plus all travel expenses incurred will be charged for cancellations made less than 45 days of event date.

In the event of sickness of or accident to Raymond Modglin, or if an event is rendered



impossible due to an emergency beyond control of speaker or host, it is understood and agreed that there shall be no claim for damages by either party. In the event of such nonperformance for any of the reasons listed above, fees will be waived.

### **Other Speaker Needs**

Audio requirements include a quality sound system which has been tested for proper operation. Microphone preferences are a lapel or a cordless, handheld microphone if available. If not, the microphone should allow for at least 30 feet of cord.

Please sit audience directly in front of Raymond in a theater style setting. No seating behind or to the sides of Raymond while he speaks.

If Raymond is speaking at a school, he prefers to have the assembly in an auditorium. If a gymnasium is the only option, sit students only on one side with the remainder on the gym floor or contact us to discuss other options.

The audience should be seated as close to the stage as possible.

In the event speaker would desire to make use of any special equipment such as video, computer (Power-Point), etc., we will give you ample notification to enable you to make the appropriate arrangements.

### **Accepted and Agreed:**

\_\_\_\_\_  
Host Signature

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Modglin Group

\_\_\_\_\_  
Date of Confirmation

Please note— This signed agreement plus a 50% deposit is required before the event can be confirmed. Please return this agreement to us at the following address: