

Speaking Agreement

**APPEARANCE AND SCHEDULING AGREEMENT
BETWEEN
LISA JIMENEZ
4630 N. UNIVERSITY DR. SUITE #449
CORAL SPRINGS, FL. 33067
(800) 489-7391 --- (954) 755-3670
AND
CLIENT**

**Company:
Address 1:
Address 2:
City:
State
Zip**

**Contact (First and Last):
Contact Title:
Phone:
Residential Phone :**

PRESENTATION SPECIFICS

**Event Date:
Address 1:
Time:
Length:
Audience Size:
Audience Demographic:
Location:
Facility:
Meeting:**

A/V EQUIPMENT

**Carousel slide projector with remote & screen:
Cordless microphone:
Audio cassette player - hooked into house sound system:**

MEETING OBJECTIVE AND TITLE

**Meeting "Theme" or objective:
Agreed-upon title or subject:**

It is the intent of the speaker to tailor the message to your audience. It is therefore requested that client send copies of any brochures, reports, etc. explaining types of

products and services offered by client, as well as copies of the official program, promotion mailings, etc. pertinent to this engagement.

Please guarantee hotel reservations for:

Hotel:

Dates of Stay:

It is requested that quality accommodations be made in Lisa Jimenez name and that the hotel confirm reservations directly to Lisa at the address shown above.

FINANCIAL SPECIFICS

The agreed-upon honorarium of _____(fee) will be plus expenses.

Confirmation deposit of _____(deposit) to hold date is due by _____(confirm_date). Balance of Honorarium is due and payable on or before the day of the presentation. You will be billed for expenses.

Make checks payable to Lisa Jimenez

Because this confirmation removes the speaker from the marketplace for the date(s) agreed upon, the following cancellation charges will apply: Notice of 91 days or more-no charge, 46 to 90 days notice-50% of agreed upon fee, 45 days or less notice-full fee due and payable by engagement date.

If Speaker cancels or does not provide services, Speaker shall immediately refund to client the entire deposit.

**AUDIO OR VIDEO TAPING REQUIRES A SEPARATE AGREEMENT.
LICENSING AGREEMENT AND RECORDING FEES AVAILABLE ON
REQUEST.**

ACCEPTED AND APPROVED

- Must be executed and returned before date(s) are confirmed -

Lisa Jimenez

(Company)

by_____

Contracting officer for client

Dated_____

Dated_____

Sign and return one copy to speaker - Retain copy for your files