

Presentation Agreement - [Your Name]

Client Information:

Contact Person:

Title:

Organization:

Address (of organization):

Phone: Email:

Description of Presentation:

Date of Presentation:

Time of Presentation:

Location of Presentation:

The client agrees to pay the following fees and expenses:

The fee for this presentation is:

A non-refundable 50% deposit of \$_____ is due by _____ to secure the engagement date. If client cancels 30 days or less (without immediately rescheduling) the entire fee will be due as complete settlement. Should [insert your name] miss the engagement due to illness or emergency, client will be reimbursed in full.

The remaining balance of _____ to be handed to [insert your name] on engagement day (before the presentation).

Travel Expenses: Client agrees to pay for airfare, ground transportation and lodging.

AV Requirements: [insert your AV requirements]

Equipment and Supplies: [insert your equipment requirements]

Recording:

Client grant permission to [insert your name] to have a camera person(s) take pictures and/or record his performance if he chooses. Client grants permission to [insert your name] to use said photographs and/or recording for promotional use in print and/or internet-based media.

This agreement shall be construed and governed by the laws of the state of [insert your state] even if signed by a Client in a different state. Our signatures on this agreement indicate full compliance with the requests and the promises above, and complete understanding of the services to be provided.

Client Signature:

[insert your name] signature

Date:

Date:

