

**Speaker Agreement with Dr. Diane Gardner**

This contract is made and entered into on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by the parties named below as Client and Speaker.

**SPEAKER'S INFORMATION**

Speaker's Name or Business Name: Dr. Diane Gardner

Address (City, State, ZIP Code): 5225 Canyon Crest Drive, Suite 71-264, Riverside, CA 92507

Phone number: 951-255-8852

Cell: 951-453-4684

Email: diane@dianegardner.com

**CLIENT'S INFORMATION**

Client's Name or Business Name:

Address (City, State, ZIP Code):

Phone number:

Fax number:

Email:

Topic:

Name and address of event venue:

Contact person at event; name, title, phone, email:

Anticipated number of attendees:

Date of Event: \_\_\_\_\_\_\_\_\_\_ Start time: \_\_\_\_\_\_\_\_\_\_\_ End time: \_\_\_\_\_\_\_\_\_

**EQUIPMENT & ROOM SET-UP SPECIFICATIONS:**

[Describe, with graphical aids if necessary, the layout of seats, podium/stage, easel(s), whiteboard, projector, etc., and the specific equipment that Client is to provide at the Client's expense.]

Handouts: a PDF file containing printer-ready handout pages will be emailed to the Client 2 weeks prior to the event date. The Client is responsible for printing and distributing handouts to Client's attendees.

**SPEAKER'S FEE**

Client shall pay to Speaker a deposit of $\_\_\_\_\_\_\_\_\_ no later than 90 days before the event date. If the event is cancelled by the Client, part of the deposit may be refunded according to the following Refund Schedule:

Less than 30 days notice: 0 (zero) per cent of deposit

31 to 60 days notice: 50 per cent

61 or more days notice: 75 per cent

Client shall pay to Speaker $\_\_\_\_\_\_\_\_\_\_, the balance of the Speaker's fee, immediately following the conclusion of the Speaker's presentation.

**EXPENSES**

The Client shall arrange and pre-pay for business-class, round trip airline tickets from the Speaker's airport [specify airport] to the venue's airport [specify airport] for the Speaker and 1 (one) Speaker's assistant; ground transportation for the Speaker and assistant between the venue's airport and the Speaker's hotel; dual-occupancy hotel accommodations for the Speaker and assistant from noon on the day before the event until noon on the day the event ends; meals for Speaker and assistant for which receipts are provided; and all other reasonable, documented expenses necessary to the Speaker's conduct of the presentation during the time period of the event.

The Speaker shall submit receipts and an itemized invoice for expenses to the Client within 7 (seven) days of the event's end date. The Client shall reimburse the Speaker with 30 (thirty) days of receiving receipts and invoice.

In witness to their understanding and agreement to these terms and conditions, the parties hereby affix their signatures below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature, date Speaker Signature, date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact**: Dr. Diane Gardner, 951-453-4684, diane@dianegardner.com or godshouseoffavor@gmail.com