

## **TEMPLATE SPEAKER'S AGREEMENT**

\_\_\_\_\_(date)

Thank you for participating in \_\_\_\_\_(event) (herein "\_\_\_\_"), \_\_\_\_\_(date) in \_\_\_\_\_(location). Please review the following conditions and either scan and email or fax a signed copy of the agreement to us at \_\_\_\_\_. When used herein, the term "COMPANY" shall refer to [name of company].

If you have not already sent them to \_\_\_\_\_( \_\_\_\_\_(email)), our event coordinator, please send the following items as soon as possible:

- Title of your presentation
- Bullet points of benefits participants will gain from your presentation, related to ritual practice
- Your bio as it should be printed in the program guide
- Your high resolution photo to put in the program guide
- Short intro for introducing you from the stage
- Product or program you will offer for purchase to event participants

We will let you know the scheduled date and time of your presentation prior to this deadline. Please note that your speaking date and time are subject to change, but we will make our best efforts to avoid making changes once we have informed you of your scheduled speaking time.

### **EVENT DESCRIPTION**

\_\_\_\_\_is an educational event; therefore 90% of the session should be designated towards teaching, and 10% or less of the session should be spent on promoting. Teaching that is interactive and creates audience participation is preferred.

### **EVENT VENUE**

\_\_\_\_\_(name), \_\_\_\_\_(location)  
Phone: \_\_\_\_\_

### **SPEAKER & TOPIC**

Name: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

### **SESSION DATE & TIME**

TBD

Please be sure to arrive at least 1½ –2 hours prior to your session start time to ensure the microphone, any presentation equipment, handouts, paperwork and products are prepared and set-up.

This event is unlike most where you may have presented in the past. The primary focus is on creating an experience for the participants, which is as much about their interaction with you off-stage as on-stage.

**For this reason, we ask that all speakers plan to arrive by \_\_\_\_\_(date/time) and if possible, stay until \_\_\_\_\_(date/time).** You will be our guests for lunch and dinner on Saturday, and for lunch on

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Sunday with our VIPs. We will cover the cost of your hotel on Friday, \_\_\_\_\_(date) and Saturday, \_\_\_\_\_(date) nights. We also hope you will participate in the group rituals that will begin and end the sessions each day.

**Please initial here to confirm that you will be able to be present on these dates and will attend the VIP meals:**

**Speaker Initials:** \_\_\_\_\_

**EQUIPMENT TO BE PROVIDED:**

LCD projectors for Power Point, flipchart stand with paper and markers, and both wireless handheld and lavalier will be provided by COMPANY. We will have one large screen on the side of the stage for projection. If required, COMPANY can provide Internet access for your time on stage. Please notify us in advance if you need this.

**OTHER AV REQUIREMENTS**

Speakers are required to provide and cover all costs for any additional audiovisual requirements not mentioned. Our Event coordinator, \_\_\_\_\_(name), \_\_\_\_\_(number), is available to help with arrangements.

**INDEMNIFICATION**

Speaker agrees at all times to defend at its own cost, and to indemnify and hold harmless to the fullest extent permitted by law, COMPANY, its officers, directors, managers and affiliates, from all losses and expenses incurred in connection with any action, suit, proceeding, claim, demand, investigation or inquiry, (whether formal or informal and regardless of whether same is reduced to judgment) or any settlement thereof which arises out of the offer, sale, fulfillment, content and course material of Speaker's presentation or product offering.

**COMPLIANCE WITH LAW**

The speaker's presentation, course offering, sales methodology and/or product content shall be in compliance with all applicable laws, rules and regulations.

Speaker acknowledges and agrees that it is committed to 100% customer satisfaction and the resolution of all customer issues and that it agrees to issue refunds and make accommodations in order to accomplish this goal.

**PROMOTION**

Speaker will participate in a teleconference or Google Hangout to promote \_\_\_\_\_ and send at least one and, if possible, two solo mailings to his/her list to promote the teleconference and/or prior to \_\_\_\_\_(date). Speaker will receive 50% of the ticket sales from Speaker's referrals.

**SALES**

All product or course offerings must be discussed with and approved by \_\_\_\_\_(name) **as soon as possible.**

Speakers are required to process all sales from the event using their own sales forms, receipts, and credit card processing system. All sales order forms must be in **triplicate**, with copies going to the customer, Speaker,

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and COMPANY.

Staff members from COMPANY will be available to assist the Speakers with product and course offerings during the break immediately after their session.

Only students who purchase the Speaker's courses or products may become a part of the Speaker's database. Free draws, free subscriptions, free gifts for accessing your website or any other form of soliciting or collecting student information is not permitted.

**MARKETING FEE**

COMPANY will receive 50% of the gross revenues from all sales, including any Private Sessions, sold at the event and for the following 90 days, should attendees purchase directly from the Speaker afterwards. Payment is due within 30 days of purchase and should be made payable to:

\_\_\_\_\_(name)  
\_\_\_\_\_(address)

\*\*\* Please put \_\_\_\_\_ on comment line of check

At the time payment is made, an email should also be sent to \_\_\_\_\_(name) at \_\_\_\_\_  
(email) with a spreadsheet showing all sales, refunds and the amount being remitted to COMPANY.

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**FEES/EXPENSES/COSTS:**

There are no speakers fees paid. The speaker will arrange and pay for all travel costs. COMPANY agrees to pay up to two nights accommodation for the Speaker at the \_\_\_\_\_(hotel name) plus lunch and dinner on Saturday, \_\_\_\_\_(date) and lunch on Sunday, \_\_\_\_\_(date). Product costs, credit card processing fees, shipping and handling, photocopying, telephone lines, personal internet access and any other costs are to be arranged and paid for by the speaker.

**DISCLAIMER**

COMPANY reserves the right to replace the speaker if COMPANY, in its sole discretion, deems the speaker is not best serving the participants' needs.

COMPANY will be creating a video recording of the entire \_\_\_\_\_program (the "Program"). This disclaimer permits COMPANY to include your image, bio and contact information in the bonus DVD package and in online materials, should COMPANY decide to create one. It also allows COMPANY to include any handouts given at the event as part of the package, should COMPANY decide to create one.

At this \_\_\_\_\_event we are creating a video presentation of the event for several specific purposes:

- To provide online access to the event recording to event participants and other \_\_\_\_\_clients who have qualified to receive such access;
- To have the option of creating a CD, DVD or online video program, possibly including written materials, that may be available to the course participants, either free of charge or offered for sale; and
- To have the option of creating a product that may be used for sale or bonus by COMPANY, or its affiliated companies, other speakers, and yourself. (Such programs, recordings, materials, and products collectively referred to as the "materials.")

By signing this agreement, you are consenting to allow COMPANY to use your presentation and materials for the above purposes and include them in the materials. You are waiving your moral rights in your presentation and materials for the above purposes and inclusion in the materials. We confirm that you will maintain ownership rights in all copyrights or trademarks in your own presentation and materials and that they will not be used in any way other than what is outlined above, without your written permission.

In consideration for the use of your presentation for these purposes:

1. Your image, bio, name and contact information will be included in each package;
2. You will receive a complimentary copy of the entire \_\_\_\_\_event if you request it;
3. If you request it, you will receive an unedited copy of your own presentation from which you can create your own product;
4. If you choose to, you will have the opportunity to purchase \_\_\_\_\_package at wholesale pricing and resell it for your own profit;

In consideration of COMPANY providing you with the above benefits and in further consideration of your participation in this event, the receipt and sufficiency of which are hereby acknowledged, you agree to release COMPANY, its directors, officers, employees, agents, and affiliates of and from any and all actions, causes of action, claims, demands, damages, proceedings, of any nature or kind howsoever arising out of or related to your participation the Program. You acknowledge and agree that COMPANY is not liable for any losses or damages, whether direct, indirect, consequential, incidental or special, arising from the materials, the program or your

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participation therein.

Nothing in the foregoing shall require that COMPANY create a product from the video footage of the event, whether digital or physical.

**ACCOMMODATION SUGGESTION**

\_\_\_\_\_(hotel name), \_\_\_\_\_(location), Tel: \_\_\_\_\_, Fax: \_\_\_\_\_.  
Program name is " \_\_\_\_\_ " Group Name: \_\_\_\_\_. Please contact  
\_\_\_\_\_(name) ( \_\_\_\_\_(email)) for assistance with room reservations.

**SHIPMENT INFORMATION**

Please contact \_\_\_\_\_(name), \_\_\_\_\_Event Coordinator for details about shipping.

**ADDITIONAL INFORMATION REQUIRED**

A short, one-paragraph introduction, used to bring the speaker on stage, must be faxed or emailed to \_\_\_\_\_(name), as soon as possible. (Contact information is below.)

**ENLIGHTENED ALLIANCES CONTACT INFO:**

\_\_\_\_\_(name), Event Coordinator  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Please indicate that you have read the above terms and conditions by signing this letter of agreement. You may scan and email your signed copy to \_\_\_\_\_(email) or fax it to \_\_\_\_\_. If you have questions or concerns please feel free to contact \_\_\_\_\_.

**For Speaker:**

Signature \_\_\_\_\_

DATE \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_(name) for \_\_\_\_\_(business) DATE: \_\_\_\_\_

Thank you for participating in what is sure to be an amazing event! We look forward to seeing you and are thrilled to have you at this [name of company] program.

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With our gratitude and appreciation,

\_\_\_\_\_(name)  
\_\_\_\_\_(business)  
\_\_\_\_\_(email)  
\_\_\_\_\_(phone)

Speaker Initials \_\_\_\_\_