



SPEAKING ENGAGEMENT AGREEMENT

Name of Company/Organization:

Address:

Contact:

E-Mail:

Business Phone:

FAX:

Emergency Number:

Second Contact:

E-Mail:

Business Phone:

This **LETTER OF AGREEMENT** commits Pauleanna Reid to present at the [Event Name] on [Event Date] from [Event Start and End Time].

Activity Location:

Presentation Theme and Time:

Activity Objectives: [As a result of participating in this activity, learners will be able to:]

HONORARIUM AND EXPENSES:

The **honorarium** for this presentation is \$.

Please propose your budget and our team will review.

Applicable expenses incurred for this activity will be billed on the day of the event.

Payment is due within 7 days after receipt of invoice.

AUDIO AND VIDEO RECORDING:

Pauleanna Reid will permit audio and video recording of this event and retains the right to make an audio or video recording of the event for brand development and educational purposes. Pauleanna Reid may edit such recordings, as it deems appropriate, in its sole discretion. Pauleanna Reid and [organization name] may use, reproduce and distribute the resulting work, in whole or in part, with or without charge, in any medium (including print and electronic media).

PRESENTATION REQUIREMENTS:

Pauleanna may require the equipment listed below, please highlight what she has access to:

_____ Computer & Projector _____ Internet Connection _____ VCR and Monitor _____ flipchart
_____ Pointer _____ Microphone _____ Podium _____ Lavalier _____ Wireless

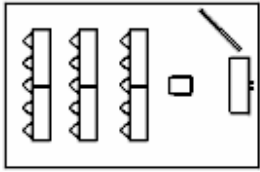
Handouts:

_____ If applicable, please create handouts from the PowerPoint presentation

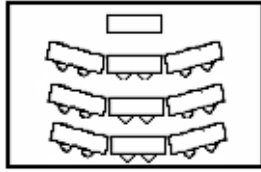
_____ No handouts needed for distribution.

Room Setup

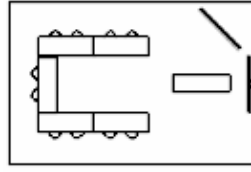
Please indicate how the room will be setup.



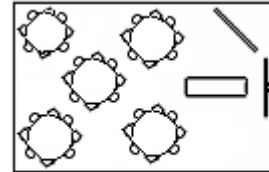
Classroom Style



Modified Classroom



Open "U" Style



Round Tables

DRESS CODE

_____ Casual _____ Business Casual _____ Formal _____ Black Tie _____ Other

LUNCH/DINNER/REFRESHMENTS

Will lunch/dinner/refreshments be served?

_____ Yes _____ No

AUDIENCE & SPECIAL GUESTS

Number of attendees _____ Age group _____ Male/Female/Both _____

Will there be any special guests (celebrities, dignitaries, community leaders, sponsors or associates)

_____ Yes _____ No

Please specify any audience details _____

PUBLICITY & PROMOTION

Will there be any publicity of this event? _____ Yes _____ No

How will the event be promoted? _____ Website _____ Social Media _____ Flyers _____ Advertising

Will a professional photographer be on site? _____ Yes _____ No

Please specify publicity and promotion details _____

GUESTS

How many guests can accompany Pauleanna Reid? _____ guests

ACTIVITY CANCELLATION:

Pauleanna Reid reserves the right to cancel this activity at any time should illness or some other emergency arise, without penalty.

If activity is cancelled by the organization for any reason, any above mentioned honorarium will still be due to cover time spent preparing the speech, workshop or presentation.

Please return one signed copy of this agreement within two weeks of the agreement date, confirming that you have read, and will comply, with the statements made in this document.

The above is agreed to and accepted by:

Contact Signature: _____ Contact Name: _____

Date: _____

Please submit completed agreement to:

Safia Bartholomew, Publicist, safia@pauleannareid.com

cc: Pauleanna Reid, Motivational Speaker, pauleanna@pauleannareid.com