

Emerging Speakers Bureau

Building Professional Speakers You Can Count On!

CLIENT SERVICES AGREEMENT

Between: _____

and Client: _____

Today's Date: _____

Speaking Date: _____

Speaking Time: _____

Est. Audience Size: _____

Location: _____

Program Topic(s) and Title (s): _____

Program Fee: _____

Waived Fee Amt: _____

Check Due: \$ _____ (deposit to hold date) please return with agreement

\$ _____ Balance will be due on the date of the presentation

Checks are payable to: _____

Contact Phone: _____

(If applicable: Client may purchase Speaker's Book (\$ _____ each) for a discounted price of \$ _____ each.

To ensure the engagement's success:

- Full attention is suggested during the program for the mutual benefit of all. It is recommended the speaker not speak during the meal, but if that is the need, please minimize waiter and waitress activity and noise.
- If the speaker is not to speak during the meal, it is recommended the speaker attend the conference meal.

- Speaker's educational products and / or mail be available for your group. The Speaker will not spend more than two minutes talking about them or about Toastmasters / Speakers Bureau Promotional info. Please provide a table in the back of the room.
- Client does have permission to tape or film. If done, the client will provide Speaker with the master copy once dups are made.
- If fees are waived, it is requested that client provide a recommendation letter and / or video testimonial, and referrals if possible.
- If possible, a stipend for travel Mileage & toll expenses would be appreciated, but not required.
- If there are changes to the meeting schedule, please contact speaker directly. If the meeting or event is cancelled or postponed, please contact Emerging Speakers Bureau Chair, Rae-Ann Ruskowski immediately at 888.724.7517.

Accepted by: _____ **Date:** ___/___/___
(Speaker)

Client Signature: _____ **Date:** ___/___/___

