**Speaking Appearance Agreement/Contract**

At the request for professional speaking services by:

Contact name:

Kirsten Panachyda agrees to appear for the following date and times:

(Type of Talk, Name of Talk)

At the agreed fee of $\_\_\_\_ plus expenses. Mileage and tolls, food, lodging.

Event agrees to furnish all that is necessary for a proper presentation, including:

•Promotion on event materials, plus a sound technician, 1 microphone, (order of preference: wearable wireless, handheld, fixed), audio sound system.

•Proper lighting so that the audience may see well.

•A safe, clean hotel room.

The staff person signing this agreement acknowledges the authority to do so, and assumes the responsibility to:

• Pay a non-refundable deposit of $\_\_\_\_\_ by \_\_\_\_\_ to secure the event on speaker’s calendar.

• Pay the remaining balance of the total speaking fee on the day of presentation.

• Reimburse any remaining expenses within 2 weeks after the event.

• Provide a handout for each participant, master copy provided by Kirsten. NOTE: Kirsten’s promotion, bio, and handouts may not be altered or edited without her permission.

If this event is cancelled within 60 days of the scheduled date the entire speaking fee will be paid to the speaker. This agreement transfers to new leadership.

Accepted by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign this agreement, scan, and email to kirstenpanachyda@gmail.com

Please mail original copy with check by (DATE) to: 4589 Brickyard Falls Rd. Manlius, NY 13104

Phone: 315-663-5143, email: kirstenpanachyda@gmail.com