



## SPEAKING ENGAGEMENT AGREEMENT

### GENERAL INFORMATION:

Firm or Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Program Location:	_____	City	State, ZIP
	Firm or Facility	City	State

1. Topic:	_____		
	Title	Date	Start-End Times

2. Topic:	_____		
	Title	Date	Start-End Times

3. Topic:	_____		
	Title	Date	Start-End Times

**WILL YOU BE SEEKING CLE CREDIT?**       Yes       No

*If yes,*

Which program number(s) above? \_\_\_\_\_ In which state(s)? \_\_\_\_\_

Under what category(ies)?     Professional Devel     Marketing     Ethics  
 Client Service     Other: \_\_\_\_\_

Are handouts required?       Yes       No

Identify any other requirements: \_\_\_\_\_

**INVESTMENT IN SPEAKER:** Reimbursed expenses include roundtrip coach air fare, lodging, meals and ground transportation. Fishman Marketing will make all necessary travel arrangements, unless you would prefer our using your travel agent. Client is to make all necessary housing arrangements; please arrange for room, tax, and food to be direct-billed to you or to your master account. We will need an **LCD projector** and **wireless lapel microphone** -- no podium. Classroom-style seating is preferable for presentations.

Closest Airport:	_____		
	Name (if appropriate)	City	State

Hotel Reservation:	_____		
	Hotel Name	Street Address	

**SPEAKING FEE:** \$ \_\_\_\_\_



**TYPE OF SPEAKING ENGAGEMENT** (check all that apply):

- Keynote / General Session       Concurrent Session       Panelist       Panel Moderator
- Partners only       Associate only       Mixed Lawyers       Staff
- Annual Meeting/Retreat       Internal Training       Marketing Mtg       Mgmt Meeting

**ATTIRE:** How will the firm's attendees be dressed during the following activities/events?

Pre-session activities, if any (describe): \_\_\_\_\_

- Suit       Business Casual       Biz Casual (w/jacket)       Casual

Sessions/Programs

- Suit       Business Casual       Biz Casual (w/jacket)       Casual

Evening activities/meals, if any (describe): \_\_\_\_\_

- Suit       Business Casual       Biz Casual (w/jacket)       Casual

**CELL PHONE:** On travel days, my cell # is 847.921.7677. What's yours? \_\_\_\_\_

## CONDITIONS OF AGREEMENT

**RECORDING:** No audio or video recorders may be used without the express prior permission of Fishman Marketing. Recording may be for internal use only, a CD or DVD copy of which shall be provided to FM.

**CANCELLATION FEE:** Percentage of the fee due if engagement is canceled:

- 60 days or less before engagement -- 75%;
- More than 61 days before engagement -- 50%;
- If the engagement is rescheduled, one-third to one-half of the cancellation fee will be applied toward the rescheduled presentation.

**DEPOSIT:** To reserve this speaking date, please return a signed copy of this agreement plus one-half of the speaker fee to Fishman Marketing via regular mail or overnight delivery within 10 days.

**BALANCE OF SPEAKER FEE:** The client will be informed of the amount of the air fare prior to the engagement. The remaining half of the speaker fee is due and payable the day of the speaking engagement. Remaining incidental expenses and any necessary airfare adjustment will be invoiced or refunded after the program date.

Please make all remittances payable to: "Fishman Marketing."

Thank you *very* much for entrusting Fishman Marketing with your important program. We sincerely look forward to working with you.

AGREED AND ACCEPTED:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date