



## SPEAKING ENGAGEMENT AGREEMENT

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

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

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

	City	State, ZIP
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	City	State
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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)? \_\_\_\_\_

Are handouts required?  Yes  No

### INVESTMENT IN SPEAKER

Reimbursed expenses include roundtrip air fare, lodging, meals and ground transportation. Ross 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.

	City	State
Name (if appropriate)		

Name	Street Address

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

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

- |   |   |  |                                       |
|---|---|--|---------------------------------------|
| 1. <input type="checkbox"/> Keynote / General Session | <input type="checkbox"/> Concurrent Session | <input type="checkbox"/> Panelist          | <input type="checkbox"/> Moderator    |
| 2. <input type="checkbox"/> Partners only             | <input type="checkbox"/> Associate only     | <input type="checkbox"/> Mixed Group       | <input type="checkbox"/> Staff        |
| 3. <input type="checkbox"/> Annual Meeting/Retreat    | <input type="checkbox"/> Internal Training  | <input type="checkbox"/> Marketing Meeting | <input type="checkbox"/> Mgmt Meeting |



## CONDITIONS OF AGREEMENT

1. No audio or video recorders may be used without the express prior permission of Ross Fishman Marketing. Recording may be for internal use only, a copy of which shall be provided to RFM.
2. Percentage of the fee due if engagement is cancelled:
  - 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.
3. To reserve this speaking date, please return a signed copy of this agreement plus one-half of the speaker fee to Ross Fishman Marketing via regular mail or overnight delivery within 10 days.
4. 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 immediately upon the conclusion of the speaking engagement. Remaining incidental expenses and any necessary airfare adjustment will be invoiced or refunded after the program date.
5. Please make all remittances payable to: "Ross Fishman Marketing."

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

AGREED AND ACCEPTED:

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Authorized Signature

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Date