



Speaker Agreement

Speaking Engagement Details: for D Shelley McDuffie

Engagement Date:	
Engagement Start Time:	
Engagement Location:	
Event Name:	
Speaker Topic/Title:	
Speaker Arrival Time:	
Start Time of Speaker Presentation:	
Length of Speaker Presentation:	
Is Speaker requested to remain for entire event?	
Audience Demographic:	
Anticipated Group Size:	

Speaker Fees & Expenses:

Speaker Fee:	
Travel (provide airline, flight numbers, gas/mileage and times):	Gas/Mileage
Transportation (provide company that will transport Speaker to/from venue):	
Hotel Accommodations:	
Meal(s):	

Client Contact Information:

D.F. McDuffie, Quad Creations | 2021C Pulaski Highway #72 | Havre de Grace, MD 21078
 www.quad-creations.com | quadcreatons@gmail.com | 443.415-4777



Client Contact Name:	
Client Email:	
Client Phone Number:	

Additional details:

Room Set-Up:	<input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Banquet <input type="checkbox"/> UShape <input type="checkbox"/> Other (explain: _____)
Equipment Available: Please check all that apply even if not needed by speaker.	
	Laptop
	Projector (e.g. for PowerPoint presentation)
	Screen
	Podium
	Flip Chart & Markers
	Lavalier/Cordless Lapel Microphone
x	Other – We can discuss later

Place your initials next to each:

dfm **SPEAKER SALES:** Client will provide Speaker with an exhibit table to offer services/products for sale directly to participants. 100% of proceeds will be retained by Speaker.

dfm **RECORDINGS:** Both Client and Speaker are authorized to audio/videotape Speaker’s presentation.

dfm **PROMOTION/PUBLICITY:** Advertising of the event is the sole responsibility of the Client. The Speaker grants the Client permission to use Speaker’s name and biographical information to promote the event and the presentation in all marketing efforts.

dfm **LETTER OF RECOMMENDATION:** If Speaker’s presentation meets or exceeds Client’s expectations, Client agrees to send Speaker a testimonial letter on company, association or group letterhead within 3 business days of the speaking engagement and will provide two referrals to other individuals whose organizations or companies may be able to benefit from hiring Speaker to present for such organization or company.



IN WITNESS WHEREOF, Client and Speaker have agreed to be bound by the terms of this Agreement and the Agreement shall be governed by the Laws of the State of Maryland, regardless of the geographical location of the presentation of Speaker’s performance.

Client and Speaker have read the foregoing and it accurately sets forth the agreement reached between the two parties. Each party acknowledges that they have the authority to sign this agreement on behalf of their respective organizations and the only acceptable changes must be done so in writing and approved by both parties.

_____ D. Shelley McDuffie _____
By: (Speaker)

Date: _____

By: (Client)

Date: _____