

Sample Speakers Agreement

Michael B Bender, KSP Partnership, Inc.

Michael is pleased to work with you to help ensure your event is a huge success. This agreement, when signed by both parties forms the entire agreement between the parties.

Contact Information

Contracting Organization	_____	
Mailing Address	Street:	_____
	Ste, Blding:	_____
	City, State, Zip	_____
Primary Contact	Name	_____
	Phone	_____
	E-Mail	_____

Event and Speech Information

Event Name	_____
Event Date	_____
Speech	_____
Speech Time	_____
Other Information	_____

Michael's Contact Information

Michael's Contact Information	E-Mail	MBender@KSPPartnership.com
	Phone	630-780-7881
Logistics Contact Information	Name	Ms. Vicki White
	E-Mail	VWhite@KSPPartnership.com
	Phone	(630) 885-3432
Mailing Address	Street	1280 Brandywine Cr.
	City, State, Zip	Batavia, IL 60510

Travel Logistics and Expenses

All reasonable travel costs are expensed to you in addition to the honorarium. Michael will gladly work with you to keep your travel costs to a minimum. Please contact our logistic coordinator regarding travel. Airfare is round-trip, non-stop round trip between Chicago O'Hare and your airport, arriving the night before the event. We try to make flight reservations 30 days prior to the event to reduce travel expenses. Michael will avoid car rentals whenever feasible and will work with your primary contact regarding ground transportation. Fixed-price or per-diem rates are available upon request.

Audio-Visual Equipment

Michael only requires a wireless lavalier microphone, a projector and screen for PowerPoint® slides.



Cancellations

We understand how quickly things can change. Should you need to cancel the speech, we request that you cover any non-reimbursable travel expenses already incurred. Should the speech be cancelled less than 2 weeks (14 calendar days) prior to the event, we require 50% of the honorarium.

Audio and Video Recording

Requests for recordings are handled individually and require agreement in advance. Copyrights of all recordings are retained by Michael B Bender and KSP Partnership, Inc. Copyright restrictions prevent any audience member from recording the event. Should event recording be granted, we require receipt of a complimentary copy of the recording.

Copyrights

No part of Michael’s written or oral material used in this presentation may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise without the expressed written consent of Michael or KSP Partnership, Inc.

Michael gladly works with planners to customize speeches to meet your event’s goals.
Please contact Michael to discuss your specific needs at 630/780-7881 or
MBender@KSPPartnership.com

For Booking Organization

For KSP Partnership

Signature

Signature

Name

Name

Title

Title

Date

Date

Call us at +1 (630) 465-5574 for more information!