

SPEAKING ENGAGEMENT PROPOSAL

Proposer Name: _____

Contact Information: _____
Event Details:

Event Name: _____

Event Location: _____

Event Date and Time: _____

Speaking Engagement Details:

Topic/Title: _____

Duration: _____ minutes

Preferred Format: _____

Audience Size and Demographics: _____

Fees and Payment Terms:

Speaking Fee: _____ USD

Travel and Accommodation: _____

Payment Schedule: _____

Technical and Logistical Requirements:

The Speaker requires the following equipment and support in order to perform the engagement effectively. This includes but is not limited to: microphone type (wired/wireless/lapel), projector, screen, internet access, audio-visual technician on site, podium, seating arrangements, and any other special requests.

Cancellation and Rescheduling Policy:

Either party may cancel the engagement with written notice. If cancellation occurs within a specified period prior to the event, a cancellation fee may apply as detailed herein. Rescheduling is subject to mutual agreement and availability of the Speaker. Any deposits paid are non-refundable unless otherwise agreed in writing.

Intellectual Property and Recording:

The Speaker retains all intellectual property rights to the materials and presentations provided during the engagement. Recording, broadcasting, or distribution of the Speaker's materials or performance is prohibited without prior written consent. Any authorized recordings shall credit the Speaker appropriately.

Liability and Indemnification:

The Speaker shall not be liable for any indirect, incidental, special, or consequential damages arising out of the engagement. The Proposer agrees to indemnify and hold harmless the Speaker from any claims, damages, or expenses arising from the event, including but not limited to claims by third parties.

Governing Law and Venue:

This Proposal and any resulting Agreement shall be governed by and construed in accordance with the laws of the State of _____, without regard to its conflict of laws provisions. Any disputes shall be resolved exclusively in the federal or state courts located in _____ County, _____.

Entire Agreement and Amendments:

This Proposal, together with any attached exhibits or addenda, constitutes the entire agreement between the parties regarding the speaking engagement. No amendments or modifications shall be effective unless made in writing and signed by both parties.

Signatures:

PROPOSER SIGNATURE

SPEAKER SIGNATURE

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title/Position: _____

Date: _____

Date: _____

Original source of this document:

<https://docs-business.com/speaking-engagement-proposal-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-business.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.