



HUMANITY | MATTERS

## Speaker Engagement Contract

This contract is made and entered into by the parties named below as Client and Speaker.

### Speaker's Information:

Speaker's Name or Business Name: Phillip D. Fletcher

Address (City, State, ZIP Code): 2652 Bruce Street Conway, Arkansas 72034

Phone number: 501-499-1042

Email: pfletcher73@gmail.com

### Client's Information:

Client's Name or Business Name:

Address (City, State, ZIP Code):

Phone number:

Email:

### PROGRAM INFORMATION

Topic:

Name and address of event venue:

Contact person at event; name, title, phone, email:

Anticipated number of attendees:

Date of Event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

PHILLIP D. FLETCHER, Ph.D.

Phillipfletcher.org

## EQUIPMENT & ROOM SET-UP SPECIFICATIONS:

[Describe, with graphical aids if necessary, the layout of seats, podium/stage, easel(s), whiteboard, projector, etc., and the specific equipment that Client is to provide at the Client's expense.]

## SPEAKER'S FEE

Client shall pay to Speaker \$450.00. If the event requires multiple speaking times the following will be applicable:

- One presentation: \$450.00
- Two presentations: \$675.00

## EXPENSES

The Client shall arrange and pre-pay for business-class, round trip airline tickets from the Speaker's airport [**Little Rock Airport**] to the venue's airport [specify airport] for the Speaker; ground transportation for the Speaker between the venue's airport and the Speaker's hotel; dual-occupancy hotel accommodations for the Speaker from noon on the day before the event until noon on the day the event ends; meals for Speaker for which receipts are provided; and all other reasonable, documented expenses necessary to the Speaker's conduct of the presentation during the time period of the event. Any event within four hours of the Speaker's place of residence ground transportation will be covered by the Speaker and hotel accommodations for the Speaker will be arranged by the Client.

The Speaker shall submit receipts and an itemized invoice for expenses to the Client within 7 (seven) days of the event's end date. The Client shall reimburse the Speaker with 30 (thirty) days of receiving receipts and invoice.

In witness to their understanding and agreement to these terms and conditions, the parties hereby affix their signatures below.

_____	_____
Client's Signature, date	Speaker's Signature, date
Printed Name	Printed Name

PHILLIP D. FLETCHER

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