

Speaker / Performer Agreement

Organizer: [Organizer name] **Speaker/Performer:** [Performer name] **Event date:** [Event date]

1. Engagement

[Performer name] will [speak on the topic of / perform — specify] [describe the talk, session, or performance — e.g., "a 45-minute keynote on remote team management"] at [Event name] for approximately [Duration, e.g., 45 minutes].

2. Event Details

Date: [Event date] Time: [Start-end time] Location: [Address / virtual platform].

3. Fee & Payment

Organizer will pay [Performer name] a fee of [Fee, e.g., \$2,500], due [terms, e.g., "50% deposit to confirm, balance on the event date"]. [Note whether travel, lodging, or other expenses are reimbursed separately, and any related caps — otherwise delete this line.]

4. Requirements

[Note any technical (A/V, staging) or hospitality (green room, meals) requirements
Organizer will provide — otherwise delete this line.]

5. Cancellation

[Describe cancellation terms for both sides — e.g., "the deposit is non-refundable if Organizer cancels within 30 days; Speaker/Performer refunds any deposit in full if they cancel for any reason."]

6. Recording & Usage Rights

Organizer may record the session for [internal use / promotional use / public release — specify], subject to [Performer name]'s approval where noted. [Performer name] retains rights to their own material and may reference this engagement in their own portfolio.

7. Liability

Each party's total liability under this agreement will not exceed the fees paid.

8. Governing Law

This agreement is governed by the laws of the State of [State].

Signatures

By signing below, each party agrees to these terms.

[Organizer name] ("Organizer")

Signature: _____ Printed name: _____ Date: _____

[Performer name] ("Performer")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.