

# Speaker Contract

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This Contract between the Chapter Officer Contact and Speaker named below is dated \_\_\_\_\_ and pertains to the following:

Sponsoring Organization and School: **<insert school>** Chapter of VBMA

2019 Chapter Officer Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Speaker Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date & Time of Presentation: \_\_\_\_\_

Location of Presentation: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

Brief Synopsis of Presentation: \_\_\_\_\_

For good and valuable consideration, the parties agree as follows:

1. Contract is due by \_\_\_\_\_.
2. Audio and video recorders may be used during Presentation with permission of the undersigned.
3. Audio and visual equipment will be provided for Speaker. If there are any special requests regarding setup, Speaker will notify Chapter Officer Contact no later than two weeks prior to the event.
4. The Speaker has agreed to complete the speaking engagement above with the following costs. If the speaking engagement will be completed with no charge to the chapter, please write 'No costs associated with this speaker will be asked of the VBMA chapter.'

5. Should the speaker wish to make the presentation details available to Chapter Officer Contact for use by all chapter members in attendance, this should be done within a reasonable amount of time to be determined by the Chapter Officer Contact. This includes but is not limited to a copy of any handouts and an outline of the presentation and/or Powerpoint slides.

*a. By initialing, VBMA members in attendance at the VBMA meeting are granted permission to have access to the outline of the presentation and/or Powerpoint slides that will be distributed electronically by the NVBMA: \_\_\_\_\_*

6. Speaker agrees to refrain from promoting vendors, products, or other programs with which they are affiliated.
7. By signing this contract, it is assumed the speaker has read and agreed to the Speaker Guidelines.

Speaker: \_\_\_\_\_  
(electronic signature)

Officer Contact: \_\_\_\_\_  
(electronic signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_