

# will cross | motivates

e x p l o r e . i n s p i r e

## Speaker Agreement

Speaker: Will Cross Client: \_\_\_\_\_

Client Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Topic Areas: \_\_\_\_\_

Presentation Date: \_\_\_\_\_ Time Will presents: \_\_\_\_\_

No. of Attendees: \_\_\_\_\_ Location: \_\_\_\_\_

Speaking Fee: \$x000, travel expenses, hotel, and ground transportation.

Deposit Due: \$1/2x000 - This nonrefundable portion of Willis speaking fee is required as confirmation, to be returned with this signed agreement. The balance is due immediately before the presentation.

Cancellation: In the highly unlikely event that this agreement is canceled by the client and the unlikely event that the date is not resold by Will Cross motivates, the following scheduled percentage of the fee will be in effect from the time Will Cross motivates receives written notification:

0-15 working days prior to scheduled engagement = 100 percent  
15-30 working days prior to scheduled engagement = 50 percent

Audiovisual Needs:

A lavalier (clip-on microphone, wireless preferred); a computer or laptop - PowerPoint capable for CD with remote and speaker set up.

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

Will Cross: \_\_\_\_\_ Date: \_\_\_\_\_