

Engagement Contract

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Client Contact: [Insert Client Contact Information]

Subject: Engagement for Public Speaking Event

Dear [Client Name],

This letter serves as a formal engagement contract for the public speaking event scheduled on [Insert Date of Event]. As agreed, the following terms shall apply:

Event Details:

- Event Title: [Insert Event Title]
- Date & Time: [Insert Date & Time]
- Location: [Insert Venue/Location]
- Duration of Speech: [Insert Duration]

Fees:

The agreed fee for this engagement is [Insert Amount], payable [Insert Payment Terms].

Responsibilities:

As the speaker, I will provide the following:

- Preparation and delivery of speech.
- All necessary materials for the presentation.
- Travel arrangements (if applicable).

Cancellation Policy:

In the event of cancellation, please notify me at least [Insert Notice Period] in advance to avoid any cancellation fees.

Agreement:

By signing this contract, both parties agree to the terms outlined above.

Best Regards,

[Your Name]

[Your Title/Position]

[Your Contact Information]

Accepted by:

[Client Name]

Date: _____