

SPEAKER FEE SCHEDULE AGREEMENT

Location: _____ Agreement Number: _____

Speaker Information:

Full Name: _____

Government Issued ID / Passport No.: _____

Address: _____

Phone / Email: _____

Event Details:

Event Name: _____

Event Location: _____

Event Date(s): _____

Fee Schedule and Payment Terms:

Speaking Fee Amount: _____ USD

Payment Method: _____

Deposit Amount (if any): _____ USD

Deposit Due Date: _____

Balance Due Date: _____

Services and Deliverables:

- Keynote speech on agreed topic(s) with duration up to _____ minutes.
- Participation in Q&A session lasting up to _____ minutes.
- Provision of presentation materials and handouts as agreed.
- Attendance at designated networking events during the event.

Travel and Accommodation:

If applicable, the following shall be provided or reimbursed by the Event Organizer:

- Round-trip economy airfare or equivalent transportation.
- Hotel accommodation for _____ nights at a reasonable standard.
- Ground transportation to and from venues and accommodation.

Speaker shall provide receipts and documentation for reimbursement within _____ days of travel completion.

Cancellation and Rescheduling:

Either party may cancel or reschedule the engagement with written notice delivered at least _____ days prior to scheduled event date.

If cancellation by Event Organizer occurs less than _____ days before the event, Speaker shall be entitled to full fee.

If cancellation by Speaker occurs, Speaker shall refund any deposits or fees paid by the Organizer except as otherwise agreed.

Intellectual Property Rights:

Speaker retains all rights, title, and interest in all original materials and content provided during the engagement.

Event Organizer is granted a limited, non-exclusive, revocable license to use such materials solely for internal purposes related to the event.

Any recordings or distributions require prior written consent from Speaker.

Confidentiality:

Both parties agree to keep confidential any non-public business or technical information received during the course of this Agreement.

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