

BLUE + LINEN Workshops

Speaking Agreement

Morgan Leu Parkhurst
Blue & Linen
2200 NW 159th Street
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Clive, IA 50325
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515.770.9863

Client Information

Organization Name:
Address 1:
Address 2:
City:
State:
Zip:

Contact Name:
Contact Title:
Phone:

Event Details

Program Title:
Date:
Time:
Location:

Audience Size:
Audience Demographics:

Main purpose goal(s) of event (*please also provide any materials to help Morgan better understand your organization*):

Logistics

Please make any accommodations in Morgan Leu Parkhurst's name and have the vendor(s) send any confirmations to Morgan at the address shown above.

Equipment Needs

Lapel microphone
Projector and screen
Flipchart and markers

Fees

Cost of program is fee plus expenses. Expenses not already covered by Client Organization will be billed to the Client. A 50% down payment is required to hold the event date(s). Final payment is due the day of the event prior to the start time.

Fee:

Down Payment:

Down Payment due by:

In the event that the Client Organization finds it necessary to cancel this engagement, all of the down payment will be applied to a new, mutually agreed upon date to be scheduled within the current calendar year. If Speaker cancels, the entire deposit will be refunded to the Client Organization.

There is to be no audio or video taping without written permission. Program slides, handouts, and other materials are not to be made available to participants until after the event unless agreed upon beforehand between Morgan Leu Parkhurst and Client Organization.

Accepted and Approved

(Agreement must be signed and down payment paid in order to confirm dates)

Morgan Leu Parkhurst

Signature

Date

Client Organization

Name of Organization

Signature of Authorized Officer
on behalf of Client Organization

Date