

SPEAKER ENGAGEMENT FORM

Please email a PDF scan of the signed form to info@familyarchival.com or mail an original to Family Archival Solutions, Inc., PO Box 1461, Manhattan Beach, CA. Please fill out the information below.

The Event/Event Host hereby engages Speaker for the purpose of providing a presentation, session, panel moderation/participation or other engagement as set forth below (the "Engagement"), upon all the terms and conditions herein set forth and in any written addenda made a part of this Agreement by mutual agreement of the parties. Intending to be legally bound, the parties to this Agreement agree as follows:

1. The Engagement details are as follows:

Event Title: _____
Date: _____
Time: _____ to _____
Estimated Number of Attendees: _____

2. The above event will cover the following:

Speaker information can be provided at request. Speaker bio, headshot and other materials is made available at: <http://www.familyarchivalsolutions.com/media-kit/>.

3. Multi-media, equipment and facility requests. The following media equipment, software or tools will be provided by the event host (e.g., projection screen, projector, computer, Internet access, PowerPoint, laser pointer, sound system for large rooms, etc.):

The following non-media requirements will be provided by the event (e.g., nearby power, extension cord, power strip, table for setup/projector, lectern, sound system, etc.):

The following accommodations will be provided (e.g., changing room, meals, travel arrangements, hotel, etc.):

4. Engagements are carefully planned but adapted live. Actual content and discussion will vary.
5. Compensation and Expenses. Speaker will be provided the following honorarium/fee for the Engagement:

All compensation and expense reimbursement reimbursements required herein shall be paid within fifteen days of Speaker providing invoice and receipts, provided however, that pay at event amounts shall be payable prior

to the commencement of the event.

6. Event host represents that the facilities and all aspects of the engagement will be reasonably safe and secure and, to the extent necessary or appropriate, shall provide security. Equipment and property of Speaker inadvertently left behind is not considered abandoned and the Event Host shall work with Speaker for the return of any property at Speaker's expense.
7. The event, event host and participants are not free to use, reproduce, share or distribute any presentation (including all handouts and visual presentations) and will not record or otherwise transmit presentation or related content without Speaker's approval. The event is authorized to use the Speaker's name, photo, and biographical data in connection with the use and promotion of the event and may use summary information to promote the event or provided photos, news and summary recaps following the event. No endorsements are provided related to any product, organization or other relationship unless separately provided and agreed to in writing. Speaker retains copyright ownership of presentations.
8. While presentations are sales presentations, Speaker may discuss various products and services that may be available or desirable, including those in which there may be a relationship (provided that any relationship is disclosed). Separately, if the Speaker is an author, a book may be displayed and made available for review/sale.
9. Each party represents that it has full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentation.
10. This is a personal service agreement. In the event the Speaker is unable to perform any of the terms or conditions of this Agreement due to events or causes outside the Speaker's control, the Speaker shall not be deemed to be in breach of this Agreement or liable to the Event for costs or damages of any kind. In the event of a possible disruption in the ability to participate in the Engagement, Speaker shall promptly notify the Event.
11. Any controversy or claim arising out of or relating to this Agreement shall be settled by arbitration in accordance with the rules of the American Arbitration Association in Los Angeles, CA and be subject to California law. Judgment may be entered in any court having jurisdiction thereof.

By signing this form and based on mutual consideration, Event Host represents that it has the authority to enter into this agreement and agrees itself and for the Event to be bound hereunder.

By Event Host:

Event Title: _____ Event Host: _____
Signature: _____
Title: _____
Phone: _____ E-Mail: _____
Date: _____

By Speaker:

Name: _____
Speaker Signature: _____
Phone: _____ E-Mail: _____
Date: _____