



DATE:

EVENT:

LOCATION:

EVENT TYPE:

SPEAKER TOPIC:

LENGTH:

NUMBER OF SESSIONS:

NUMBER OF BREAKOUTS:

EXPECTED NUMBER OF ATTENDEES:

EXPECTED GENDER:

AGES:

DRESS FOR EVENT:

OTHER:

AUTHORIZED HOST SIGNATURE:

Lori A. Boruff
309-371-9436
Email: lori@loriboruff.com
Web: LoriBoruff.com
99 Lake Warren Drive
Monmouth, IL 61462

SPEAKER AGREEMENT

This Speaker Agreement is entered into between
Lori A. Boruff and

Host: _____

Ph: _____

Address: _____

Contact

Person: _____

- **The Host agrees to compensate Speaker:**
- **Professional Fee:** \$ _____
- **Travel Expense**
 - Plus, airfare and/or ground transportation.
 - If using own vehicle, current IRS mileage rate.
 - Lodging, meals, and related out of pocket.
 - The speaker will submit an estimated travel expense report prior to event and due at event.
- **Deposit:**
 - To confirm the speaker/date, Host and speaker agree to a deposit of \$ _____. Make checks to speaker and mail to: 99 Lake Warren Dr, Monmouth, IL 61462
 - Balance is paid on the date of the event.
 - OTHER: _____
- **Cancellation:**
 - If Host cancels event, the Speaker will re-book if available within that year.
 - If event is not rescheduled or Speaker not available on rescheduled date, the deposit will be full and complete payment.
 - If Speaker cancels for any reason, all money paid will be returned to Host and she may assist in locating a replacement speaker.