



Contract for Speaking Engagement

This contract is between Tracey Kretzer, founder and chief executive officer of Parent/Child University (PCU), hereinafter called the “Speaker,” and _____, hereinafter called the “Sponsor.” This contract constitutes the limit of the agreement between the parties as there are no verbal agreements pending.

Event Information

Title: _____

Date: _____

Place: _____

Address: _____

Event Facility Phone: _____

Sponsor Contact Information

Name _____

URL: _____

Contact Person Name: _____

Email: _____

Cell Phone: _____ Home Phone: _____

Alternate Contact Person Name: _____

Email: _____

Cell Phone: _____ Home Phone: _____



Topic(s) Determined by previous communication between the Sponsor and the Speaker:

Equipment

Sponsor provides:

Speaker provides:



Travel

Sponsor provides reservations to be arranged in the name of Tracey Kretzer, with confirmations and ticket sent to _____, one month in advance of the event. Payment for travel and accommodations are to be made in advance by the Sponsor.

Speaker pays incidentals at hotel and acknowledges receipt of aforementioned via email to Sponsor Contact Person.

Publicity

- Speaker provides, upon request, an 8 1/2" X 11" (single color) biography and backgrounder.
- Speaker will sponsor a link on the PCU web page advertising the event.
- Sponsor will provide a link to the PCU web site in online promotion of the event.
- Speaker requests the right to review advertising provided by Sponsor prior to release.

Fees

The Sponsor and the Speaker enter into this contract in good faith. The Sponsor agrees to pay a deposit of 50 percent of the Speaker's total fee of \$ _____ upon contract signing.



CANCELLATION BY SPONSOR: The Sponsor reserves the right to withdraw from this agreement no later than 60 days before the scheduled event by written notification to: Tracey Kretzer, 3070 South Woodrow Avenue, Arlington, Virginia 22206 **AND** via email to ParentChildU.com. Within a week of receipt of the Sponsor's notice of cancellation, the Speaker will refund 50 percent of the deposit paid at signing and return any airline tickets and other travel vouchers received.

CANCELLATION BY SPEAKER: The Speaker enters into this agreement in good faith, and honors commitments to speak on the requested topics on the scheduled date and at the agreed time. If a physician requires cancellation, the Speaker will refund all deposits paid and return any airline tickets and other travel vouchers received, constituting the limit of her liability within one week of such physician's notice. The Speaker is not responsible for weather; airline, taxi, or hotel strikes; accidents; and similar circumstances that prevent the Speaker from arriving at the event on time. The Speaker will phone the contact person upon leaving her home to travel to the event city, and phone again on arrival. The Speaker reserves the right to withdraw from this speaking engagement in the event that (1) the deposit due at signing, (2) the plane tickets, or (3) the hotel confirmation (where applicable) has/have not been received 30 days in advance of the event date and as a result, the Sponsor forfeits the 50 percent of the Speaker's fee signing deposit as the limit of its liability.

_____ Date: _____

Tracey Kretzer, PCU

_____ Date: _____

Sponsor's Authorized Representative