

**Voice of Victory**  
**Speaking Agreement Form**

This agreement is between CEO John Cairns(Voice of Victory) and \_\_\_\_\_(Company),  
\_\_\_\_\_ (Address).

\_\_\_\_\_ (Company) wishes to retain the services of John Cairns Voice of  
Victory to deliver a presentation for \_\_\_\_\_(Event) as follows:

**Date:** \_\_\_\_\_ **Program Time:** \_\_\_\_\_  
**Program Location:** \_\_\_\_\_ **Program Title:** \_\_\_\_\_  
**Number of Participants:** \_\_\_\_\_

**Conditions of Agreement**

1. Please secure sound system, and, a floor lectern with affixed microphone.

In exchange for the services provided, the Client agrees to compensate John Cairns Voice of  
Victory as follows:

**Professional Fee:** \$5000.00 (30-90 min)

\* Multiple (more than two) speaks are eligible at discounted rates. To be negotiated.

**Payment Terms:**

Deposit required at time of booking equal to 50 percent of fee, balance DUE on the day of the  
presentation. Please sign and fax Speakers Agreement to our offices immediately.

**Travel:** Within reasonable travelling distance locally, no additional travel expenses required.  
Should travel include out of Province, State, or Country, reasonable expenses such as: airfare,  
ground transportation, lodging, meals, and related out of pocket expenses shall be applied. A  
complete travel expense report will be submitted separately from speaker fee after event.  
Client agrees to pay all travel expenses within ten business days of receipt of our invoice.

**Overnight Accommodations:**

Shall be made by Client, and billed to Client at Client's business address.(Non-smoking room  
near elevator is preferred.)Reservations have been made for John:

For: \_\_\_\_\_, At: \_\_\_\_\_  
(Date/s) (Name of Motel, Hotel, etc.)

\_\_\_\_\_  
(Phone) (Street)

\_\_\_\_\_  
(Confirmation #) (City, Province, State, Zip)

**Contact:**

Name, description and phone numbers of persons transporting from airport:

\_\_\_\_\_  
Name - Business phone - Home phone

Description: \_\_\_\_\_

**Cancellation/Postponement:**

Once a date is set aside and a presentation confirmed, we often incur commitments of time and resources on your behalf, well in advance of the program date. Because a cancellation/postponement initiated by the Client causes losses, either through direct resource expenditure or because of turning down other business for this date, we have found it necessary to include the following cancellation clause, effective in all cases other than acts of God (e.g., major disasters):

- 100% of fee if cancelled in less than 30 days before
- 50% of fee if cancelled in 31 to 60 days before
- 25% of fee if cancelled in 61 to 90 days before

If cancellation/postponement is unavoidable, please verify the cancellation by telephone, followed by a written letter to John Cairns Voice of Victory within five days. If we can sell the time, we will, of course, refund your fee, minus any out-of-pocket expenses we have incurred on your behalf.

**Audio & Video Recording:**

With written permission professional audio and video taping of our sessions are allowed. We ask:

- 1) a professional taping technician to do the recording
- 2) we receive the master copy within 30 days of the recording
- 3) copies may not be made nor sold

\*If this is of interest, we will send an addendum to this agreement, as any taping arrangements must be made in advance of the program.

If there is anything in this Speaker Agreement Form about which you have any questions or would like additional information, please call Executive Assistant Lisa or John Cairns at 613.966.5032. If everything is satisfactory, please sign one copy of the agreement and return it immediately by fax (Fax: 1.613.966.5066) to hold the date(s), then arrange electronic deposit or mail a hard copy of Speakers Agreement with deposit payment to: 248 Foster Ave, Belleville, On, K8N-3R3.

We would like to thank you in advance for choosing John Cairns Voice of Victory to present at your event and look forward to igniting positive change!

**THE ABOVE INFORMATION IS AGREED TO AND ACCEPTED BY:**

PRESENTER: \_\_\_\_\_ CLIENT: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_