

AM Horizons Training Group

Speaker Contract

Please complete the online "Request a Speaker" form prior to completing this contract, this can be found on www.amhorizons.com.

This agreement is between _____(your organization) and Andre Koen (SPEAKER) whereby _____ agrees to hire SPEAKER to present the following workshop under the terms and conditions outlined below:

PRESENTATION DESCRIPTION:

Conference/Event Name: _____

EVENTS, DATE, TIME, PLACE:

Conference/Event Date: _____

Approximate size of audience _____

Location: _____

Street Address: _____

City,State,Zip: _____

Contact Person : _____ Phone: _____

For and in consideration of \$ _____ which includes speaking plus travel and lodging expenses. It is agreed that an advance deposit of 10% will be furnished with the return of this contract, and that the payment in full will be remitted within five business days following the program.

Audiotaping and Videotaping Provision: In the event the AM Horizons videotapes and/or audiotapes sessions, the Undersigned hereby grants permission for audiotape and/or videotaping.

Hotel Information:

I do require a hotel room.

I do not require a hotel room.

Travel: _____ Arrival Date _____ Departure Date

SPEAKER Rider

To ensure that your organization/audience receives a quality presentation, we have outlined a list of highly suggested items that we have found to contribute to an effective presentation. On the day of the scheduled event, Andre will arrive at least a half hour early to perform a sound/lighting check.

Microphone Quality sound is imperative to an effective presentation. • A handheld wireless microphone with microphone stand.

Audience: Audience should be seated directly in front of our company representative.

Water: We request that 2 bottles of water be provided for our speaker.

Stage: If the main venue is a meeting room or a facility without a stage, please provide a stage or riser in front of the audience so that main presenter is visible, offering a more effective presentation.

Resource Table: We request a table and chair to be placed in close proximity to the area in which the main presenter will be speaking. AM HORIZONS would like to offer your participants our wonderful array of helpful resources.

Introduction: The main speaker's Introduction will be give to the person who is responsible for the introduction.

Workshop: When presenter is conducting the workshop, we ask that you kindly provide him/her with a room large enough to accommodate team-building activities.

***Above all else, we ask that your facility have a quality sound system, one flip chart, and two black markers**

Terms and Conditions

1. SPEAKER Fee

Your organization agrees to pay SPEAKER the sum of: \$_____, plus expenses outlined in "Expenses and Arrangements," below. Terms of payment to be as follows: _____ at the conclusion of the event.

2. Expenses and Arrangements

Mileage, hotel, copies and meal arrangements will be made and paid for by _____. All other expenses not specified herein will be the responsibility of the SPEAKER.

3. Handout Materials and Meeting Room Setup

_____ shall reproduce in quantity all SPEAKER handout material if submitted one week prior to the meeting. The meeting room shall be set up to the specifications of the attached rider.

4. Termination

This agreement will be binding on both the SPEAKER and _____ and there shall be no right of termination on the part of the SPEAKER for _____ for booking a different SPEAKER for the same engagement.

5. Cancellation

Should _____ cancel these arrangements with SPEAKER, _____ will pay a cancellation fee to SPEAKER according to the following scale. This fee shall be the sole remedy for cancellation:

If cancellation occurs 31 to 61 days before event _____ will pay 75% of fee. If cancellation occurs less than 30 days before event _____ will pay 100% of fee

6. Acceptance

To accept this agreement, please sign and return on copy by Andre Koen at the bill address 45 days prior to engagement.

Audiovisual Information: The following audiovisual equipment will be provided: Please indicate if you have any special audiovisual needs:

Authorized Signatures:

Speaker _____ Date

Authorized Representative _____ Date

Speaker's SS#/Fed id.: _____
(Must be supplied for 1099 Form)

Introduction:

Andre Koen is an energetic presenter, a powerful communicator, and a dynamic teacher. Andre integrates his abilities as an improvisational comedian, large group facilitator, keynote speaker, and classroom teacher to captivate and educate his audience.

There are many words that define Mr. Andre Koen: Educator, student, improvisational comedian, speaker, activist, facilitator, coach, mentee, mentor, leader, team member, community organizer, diversity trainer, motivator, friend and son; The most representative, however, is, "Andre, the Enkindled Spirit. Please welcome Mr. Andre Koen.

Return:

AndreKoen.com

AMHorizons.com

[AM Awakenings](#)