



Lead at Any Level LLC  
13009 Fairfax Ct  
McCordsville, IN 46055  
(317) 989-9600

### Speaking Agreement

This agreement is between Lead at Any Level LLC (Performer) and \_\_\_\_\_  
(Client).

Client wishes to retain the services of Lead at Any Level LLC and Amy C. Waninger to deliver a  
presentation for \_\_\_\_\_ (Event) as follows:

**Program Date:** \_\_\_\_\_

**Program Time:** \_\_\_\_\_

**Program Location:** \_\_\_\_\_

**Program Title:** \_\_\_\_\_

**Program Format:** \_\_\_\_\_

**Number of Participants:** \_\_\_\_\_

Lead at Any Level LLC and Amy C. Waninger agree to present to the best of our ability the information  
and material contained in the program described above. We also agree to coordinate the details of this  
program with the Client in order to achieve the outcomes that the Client has stated.

The Client agrees to duplicate learning materials provided by the Performer, and to provide the room  
setup and audiovisual equipment described below.

#### **Room Setup and Audiovisual Needs:**

- A projector and screen or a monitor large enough to be easily seen from the back of the room.
- A lavalier (preferred) or handheld microphone for groups larger than 30 people.
- Should a foreign language translator, American Sign Language interpreter, and/or Closed Captioning be required for a member of the audience, these services will be the responsibility of the Client.



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## Compensation

In exchange for the performance, the Client agrees to compensate Lead at Any Level LLC as follows:

**Professional Fee:** [Amount]

**Travel:** Reasonable and customary travel expenses, including coach airfare, ground transportation, lodging, meals, and related out-of-pocket expenses. A complete travel expense report will be submitted within 10 days of the performance.

**Deposit:** In order to confirm this agreement, client agrees to pay a deposit of 50% of the professional fee at the time this agreement is signed.

**Balance:** Client agrees to pay the balance due on the date of the meeting. Client agrees to pay all travel expenses and materials fees within ten business days of receipt of our expense report. An additional surcharge of 10% (of the total balance due) will be applied for each 10-day period following these deadlines.

In the unlikely event it is necessary to reschedule our work, the full deposit will be applied toward a new, mutually agreed-upon date to take place within one year of the original program date. If the Client cancels or reschedules within 30 days of the program date, the Client must reimburse the Performer for travel expenses already incurred.

Upon the completion of an outstanding performance, the Client agrees to provide a letter of recommendation and introduce the Performer to two meeting planners.

The Client agrees not to audio or video tape the presentation without prior written agreement.

This constitutes the entire agreement between the parties.

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Performer Signature

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Date

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Client Signature

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Date