

CIVIL WAR ROUND TABLE  
SPEAKER ENGAGEMENT AGREEMENT & CHECKLIST

<b>Speaker Name</b>	<b>Speaker Emergency Contact</b>		
<b>Speaker Address</b>	<b>Contact Relationship</b>		
<b>Speaker Email</b>	<b>Contact Phone</b>		
<b>Speaker Cell Phone</b>	<b>Speaker Home Phone</b>		
<b>Date of Speaking Engagement</b>	<b>Location of Engagement</b>		
<b>Presentation Title</b>			
<b>Description - PLEASE ATTACH (200 Words or less)</b>		<b>Speaker Biography - PLEASE ATTACH</b>	
<b>Hotel Name &amp; Address:</b>			
<b>Primary CWRT Contact Name:</b>		<b>Cell Phone:</b>	
<b>Backup CWRT Contact Name:</b>		<b>Cell Phone:</b>	
<b>AUDIO VISUALNEEDS</b>	<b>AGREED UPON EXPENSES TO BE PAID BY CWRT</b>		<b>The CWRT may record your presentation and use the recording at its discretion? <input type="checkbox"/></b> Yes                  No
Computer _____	Transportation _____	Other (specify) _____	
Projector _____	Lodging _____	TOTAL _____	
Other _____	Honorarium _____		
<b>Terms &amp; Conditions</b>			
<p><b>TRANSPORTATION</b>                  CWRT will reimburse transportation expenses as follows:</p> <ul style="list-style-type: none"> <li>If airfare required, CWRT will pay published fare for an advanced roundtrip ticket at the coach class rate from the speaker's home area. Any and all upgrades shall be the responsibility of the speaker.</li> <li>If motor vehicle, CWRT will pay roundtrip mileage at the reimbursement rate of (___ / mile) to a maximum of \$____.</li> </ul>			
<p><b>LODGING</b></p> <ul style="list-style-type: none"> <li>CWRT will notify the speaker the of the hotel/motel. If agreed upon, a lodging reservation for one night will be prepaid.</li> <li>If speaker desires a different hotel, the speaker will so notify the CWRT before the above reservation is made and be responsible for the price difference.</li> </ul>			
<p><b>SPEAKER GUESTS</b></p> <ul style="list-style-type: none"> <li>CWRT will be responsible to pay for the dinner of the speaker and up to one guest.</li> <li>No other meals will be paid than those on the CWRT dinner menu.</li> <li>If speaker is accompanied by more than one guest, speaker will be responsible to pay the difference.</li> </ul>			
<p><b>HONORARIUM</b></p> <ul style="list-style-type: none"> <li>CWRT will provide an honorarium of \$____ or make a donation in that amount to _____ in the name of the speaker to _____.</li> </ul>			
<p><b>ADDITIONAL EXPENSES</b></p> <ul style="list-style-type: none"> <li>Reimbursement for any additional expenses not covered herein shall be negotiated with the appropriate CWRT representative 60 days prior to the speaking engagement date.</li> <li>If agreed upon, CWRT will be responsible for those additional expenses contained in the attached addendum. Otherwise, the speaker will be responsible cover those additional expenses.</li> </ul>			
<p><b>MARKETING</b></p> <ul style="list-style-type: none"> <li>Speaker agrees to forward a marketing photograph of the self within _____ days of the engagement.</li> </ul>			
<b>I agree to the above terms and conditions.</b>		<b>I agree to the above terms and conditions.</b>	
<b>Speaker Signature</b>	<b>Date</b>	<b>CWRT Representative Signature</b>	<b>Date</b>
<b>PRINT Speaker Name</b>		<b>PRINT Representative Name</b>	

