



## Speaking Engagement Agreement with Annie Greeff

### Company Details

1. Organization or Company	
2. Telephone number	
3. Authorized Representative	
4. Title	
5. Contact details of organiser – email and cellular number	

### Investment in Speaker

1. Expenses are roundtrip airfare, lodging, meals and ground transportation. Airfare is always prorated when the itinerary involves multiple clients.
2. Client to make all necessary hotel arrangements.
3. Please arrange for room, tax and food to be directly-billed to you or to your master account
4. Fee: R12 500 per delivery

### Type of Speaking Engagement

1. Convention		5. Keynote	
2. Annual meeting		6. Chapter meeting	
3. Concurrent Session		7. Public Forum	
4. Seminar		8. Other, please specify	

## Conditions of Agreement

1. No audio or video recorders may be used without the prior permission of Annie Greeff.
2. Percentage of the fee due if the engagement is cancelled, 50% a month before the event, 100% less than a month before the event, and 50% in the event of rescheduling.
3. The client will be invoiced for the fee and airfare one month prior to the engagement. Remaining incidental expenses and any necessary airfare adjustment will be invoiced or refunded after the program date.
4. Please make all remittances payable to Annie Greeff.
5. The signed copy of this agreement must be returned to Annie Greeff within 10 days of the date received in order to confirm this speaking date for your organization.
6. Agreed and accepted:

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Annie Greeff for  
*Annie Greeff and Associates*©  
Trading as *Quo Life*©

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Client

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Date

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Date

## Program Planning Survey

1. Targeted Audience	
2. Expected size of Group?	
3. Meeting Planner	
4. Date(s) of program	
5. Title of Program	
6. Starting time of event	
7. End time of event	
8. Name and title of the introducer	
9. What takes place immediately before my program?	
10. Duration of my presentation	

## Programme Outcomes

Will you please help us? Our goal is to provide a special program tailored to the specific needs of your group. This survey will help us prepare that program.

1. What is the purpose of the meeting	
2. What is the theme	
3. What are your specific objectives	
4. What 3 specific points do you want your people to leave with (attitudes, knowledge and skills)	
5. Are there any particular issues/topics that you would like me to address during the program?	

<p>6. Are there any sensitive issues affecting your group, organization or industry that may surface during the presentation and how would you like it handled? Are there any subjects, words, phrases or concepts that people are negative toward and should be avoided outright?</p>	
<p>7. How will the program be advertised and participants recruited? Is attendance voluntary, suggested, mandated, etc? Please send a copy of all program announcements and other promotional materials so our presentation can be consistent with your promotion</p>	
<p>8. Please list some in-house or market-specific language, jargon, phrases, forms, acronyms or words specific to your group that might be incorporated into the presentation. If you have a publication, manual or listing of your nomenclature, Please provide us a copy.</p>	

## Dinner arrangements

- To be at my best, I prefer a light dinner from room service and retire early the evening before my presentation.
- However, if there is a scheduled function in which my participation would be useful, please let me know the time, place, nature and appropriate dress.

## Other Speakers

Who are the other speakers on the program, if any?

1. Name	Topic
2. Name	Topic

What professional speakers have you used in the past, and what topics did they cover?

1. Name	Topic
2. Name	Topic

## 3 Key Persons

Please supply me with the names/titles/phone numbers of 3 key people who will be at my program. I might call them to do more “grass roots” information gathering.

1. Name	
2. Name	
3. Name	

## Audience profile

1. Number attending?	
2. Are spouses invited?	
3. Percentage Males	
4. Percentage females	
5. Average age of group?	
6. Range of group	
7. Approximate annual income	

8. Education	
9. Will attendees be co-workers, competitors, boss/subordinate, or a mixture of authority levels	
10. Are they acquainted with each other? Are there any existing potential problems, competitive factors, peer pressure or other dynamics we should be aware of?	
11. What are the top challenges faced by the participants of this program?	
12. Please identify a typical everyday situation that members of this audience might experience.	
13. What are the names/titles of your TOP people attending the program	

## Equipment Needed for Presentation

1. Flipchart and markers
2. Projector/Proxima
3. Sound system to support sound effects in presentation
4. Lapel microphone with new batteries and extra back-up batteries, or if not available, handheld microphone with new batteries and extra batteries for back-up
5. Extension cords if laptop needs to be connected to projector over a long distance

**Thank you for your valued time**