

(PDF)

Speakers Bureau Contract Form

The following information represents a formal agreement between a member of the Wisconsin Humanities Council Speakers Bureau and a sponsoring group or organization. The following is a written articulation of details agreed upon between the two parties and can be adapted by either party with notice and agreement.

Signed copies of this form should be held by both parties and adaptations should be noted in writing.

Copies should be retained by:

- Sponsoring group or organization
- WHC Speakers Bureau Humanities Expert
- The WHC (222 S. Bedford St. Suite F, Madison, WI 53703)

Sponsoring Organization

Name _____

Organizational Address: _____

Phone: main _____ alternate _____

Primary contact name: _____

Primary contact email: _____

Program venue (name & address): _____

WHC Speakers Bureau Member

Name _____

Address: _____

Phone: main _____ alternate _____

Email: _____

WHC Speakers Bureau Member

Primary role(s): _____

Additional clarification: _____

Date(s) of service: _____

Additional clarification (Provide as much detail as possible about the venue, anticipated audience composition, equipment constraints, and any other special needs.):

The Sponsoring Organization agrees to pay the WHC Speakers Bureau Member for the services outlined (if applicable).

Amount: _____

Date/Time of Payment: _____

(Signature of Primary Contact at Sponsoring Organization) (Date)

(Signature of Speakers Bureau Member) (Date)