

Florida Talks: **SAMPLE** Speaker and Host Organization Contract

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*Florida Humanities, as a convenience, provides this contract template to the host organization and speaker with a suggestion for each party to retain a complete copy. **This contract is for sample purposes only. Any terms established using this sample document are between the host organization and the speaker only.***

Event Details

Program Title:

Location:

Date:

Time:

Format: Virtual In-Person Hybrid

Contact Information

Host Organization Project Director

Speaker

Phone

Address to Send Travel Reimbursement

Email

Phone/Email

Fees

*The host organization is responsible for paying any travel expenses the speaker may require for **in-person programs** directly to the speaker. Florida Humanities pays a flat, non-negotiable honorarium of \$300 to speakers for in-person and virtual programs.*

Auto Rental	\$ _____
Tolls and Parking	\$ _____
Lodging	\$ _____
Per Diem	\$ _____
Mileage \$0.56/mile	\$ _____
TOTAL	\$ _____

The **speaker** agrees to arrive 15 minutes early, give a 45-60-minute presentation including questions from the audience. The speaker will act as an independent contractor rather than an agent or employee of Florida Humanities or the above-named host organization.

Speaker Signature

Date

The **host organization** agrees to confirm all event details with the speaker and inform the speaker of any cancellations. The host organization agrees to pay the speaker all travel costs as mentioned above within **7 days** of the program date.

Host Organization Project Director

Date

SAMPLE