Florida Talks: SAMPLE Speaker and Host Organization Contract

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