

# CONTRACT FOR SPEAKER



AM Horizons Contract # \_\_\_\_\_

INVOICE # \_\_\_\_\_

This agreement is entered into between the Andre Koen/ AM Horizons, herein referred to as "Trainer," and the Client, for the purpose of providing in-service training/ workshops/keynote/coaching sessions to staff of the client.

<b>Client (Name of Event/Conference):</b> _____ <b>Event Date(s):</b> _____ <b>Time:</b> _____ <b>Approximate size of audience:</b> _____ <b>Location:</b> _____ <b>Street Address:</b> _____  <b>Contact Person:</b> _____ <b>Email:</b> _____ <b>Phone:</b> _____ <b>Client will pay the sum of:</b> _____	<b>Contract should be returned to Speaker at:</b> <b>Contact person: Lori DeMann or Andre Koen</b> <b>email: amneok@gmail.com</b>  <b>Speaker address: 7951 Greenwood Drive</b> <b>Mounds View, MN 55112</b>  <b>Phone: 651-998-9376</b> <b>Fax: 651-998-9376</b> <b>Attn: Andre Koen</b>  <b>Please return completed, signed contract within 7 days of receipt. Thanks!</b>  <b>The invoice will also provide an itemized detail of services and product provided.</b>
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## Hotel Information

- I do require a hotel room.
- I do not require a hotel room.

## Travel

On the day of the scheduled event, Andre will arrive at least a half hour early to perform a sound/lighting check.

## Audiovisual Information

**Audiotaping and Videotaping Provision:** In the event the AM Horizons videotapes and/or audiotapes sessions, the Undersigned hereby grants permission for audiotape and/or videotaping.

The following audiovisual equipment will be provided: **1 LCD Projector, 1 Electrical extension cord, 1 Flip Chart, Roll of Tape**

## Microphone in order of preference

Quality sound is imperative to an effective presentation.

- A handheld wireless microphone with microphone stand.
- A microphone with at least 50 feet of cord, and a microphone stand.
- A lapel (clip-on) microphone.

Please indicate if you have any special audiovisual needs:

## Audience

Audience should be seated directly in front of our company representative. If the main venue is a gymnasium, please make sure that audience is seated on one side, with the remainder of participants seated on the gym floor or in chairs.

## Amenities

**Water:** We request that 2 bottles of water be provided for our speaker.

**Stage:** We request that gymnasiums are open and well-lit, with an empty stage. If the main venue is a meeting room or a facility without a stage, please provide a stage or riser in front of the audience so that main presenter is visible, offering a more effective presentation.

**Resource Table:** We request a table and chair to be placed in close proximity to the area in which the main presenter will be speaking. AM HORIZONS would like to offer your participants our wonderful array of helpful resources.

## Introduction

Please forward the main speaker's Introduction to your organization's administrative assistant or the person who is responsible for the introduction.

## Speaker Intro

**"Andre Koen is an energetic presenter, a powerful communicator, and a dynamic teacher. Andre integrates his abilities as an improvisational comedian, large group facilitator, keynote speaker, and classroom teacher to captivate and educate his audience."**

There are many words that define Mr. Andre Koen:

**Educator, student, improvisational comedian, speaker, activist, facilitator, coach, mentee, mentor, leader, team member, community organizer, diversity trainer, motivator, friend, and son. The most representative, however, is, "Andre, the Enkindled Spirit. Please welcome Mr. Andre Koen, President and Founder of AM Horizons."**

## The Trainer agrees to the following:

- a) The Trainer will collaborate with the client's staff to determine the course outline, training content, methods of presentation and handouts for training session.
- b) The Trainer will work with the staff to insure that training content is culturally specific and promotes cultural competence, diversity inclusion and increase group effectiveness.
- c) The Trainer will provide handout materials for review and/or copying in advance of the workshop.
- d) The Trainer will contact the client 7 days prior to the training to verify and confirm dates, time, and other information related to the training activities.
- e) The Trainer will assume responsibility for all travel, lodging, and personal arrangements and costs while completing the activities outlined in this contract.
- f) The Trainer will assume responsibility for payment of all income taxes and social security payments on monies earned in the execution of this contract or will provide a W9 form when it is necessary.
- g) The Trainer will immediately notify the client of any changes in circumstances that would prohibit or reduce the capacity of the Trainer to carry out the obligations and activities outlined in this contract.
- h) The client agrees that information regarding the Trainer and evaluation data regarding this workshop will be consider propriety and may be used for further training development.
- i) The Trainer will be responsible for the reimbursement of lost or damaged training materials borrowed from the client.
- j) The Trainer agrees to submit content outlines, bibliography, resource list (if applicable), and proposed handouts for approval to the client.
- k) The trainer must be familiar with copyright law, distributor before including copyrighted material, or use as a visual aid during the workshop.
- l) The Trainer agrees to arrive at least 30 minutes prior to the start of each workshop day and stay up to 30 minutes after the workshop concludes to answer trainees' questions.
- m) Unable to complete activities:
  - a. If the Trainer is unable to complete a portion or all of the activities listed herein due to illness or other unavoidable personal circumstance, the client reserves the right to either reschedule the Trainer to complete these activities at another time, or to void this contract and enter into contract with a substitute trainer. If the Trainer completes a portion of the training activities, he/she will be paid on a pro-rated basis for the portion of the training successfully completed.
  - b. If the client is unable to complete a portion or all of the activities listed herein due to illness or other unavoidable circumstance, the Trainer will be paid on a pro-rated basis for the portion of the training successfully completed and or for transportation and lodging cost. If speaking engagement is canceled by the client within 10 days of the presentation, AM Horizons will request that the client pay 10% of the contracted fee and travel expenses in full and may reschedule the event for another date..
- n) The Trainer would like the client to be available to give personal endorsements. The Trainer may use verbal or written comments from evaluations, letters, etc., as individual endorsements.
- o) The Trainer will not sell or promote their products, materials, or additional workshops during the presentation but may provide those resources post workshop.

- p) The Trainer agrees to perform the services described herein as an Independent Contractor and attests that he/she is not an employee of the client. Trainer shall indemnify and hold the client, its officers, agents, and employees harmless from and against all claims and all costs (including attorneys' fees) for loss or damage to property, or injury, or death to any and all persons, or any course of action of whatever nature that may arise out of or during the performance of this contract.
- q) Training materials developed by the trainer are considered a work for hire, and are the sole property of the Trainer and copies will be made available by the trainer. Training materials include, but are not limited to texts, monographs, curricula, outlines, handouts, booklets, and computer software.

**The Client agrees to the following:**

- a) Client will pay the sum of \$\_\_\_\_\_ upon completion of the training activities outlined in this contract. Trainer fees are computed for a training day of six in-class hours (lunch excluded). This fee will be paid within approximately 30 days from **when** training took place.
- b) Client retains the right to review and approve all training plans and materials to be used by the Trainer in the implementation of training activities; and to make the final determination of the scope and nature of the training services provided by the Trainer. Above referenced materials shall include, but not be limited to training curricula, workshop content outlines, reference materials, and training activities.
- c) Trainer will make available photocopy services for a limited number of pre-approved handouts for workshop participants.
- d) Client will provide technical assistance to the Trainer as needed in the development and formulation of training content and in the implementation of training activities.
- e) The Trainer has right to take photographs, video, audio in connection with the above-identified event. The trainer is authorized to assign transferees to copyright, use and publish the same in print and/or electronically. The trainer may use such photographs, video, or audio with or without names and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. We hold harmless and release and forever discharge the trainer from all claims, demands, and causes of action which representatives of the above event may have issue with the use of media, photos, video, and audio.

The Client reserves the right to cancel or modify this agreement 30 days prior to the training should registration activity or other circumstances fail to justify implementation of the training activities outlined herein. The Client must notify the Trainer of any such change and pay the travel and expense outline in section M of this contract.

**Check should be made payable to:**

Andre Koen/ AM Horizons  
 7951 Greenwood Drive  
 Mounds View, MN 55112

**Signatures below indicate acceptance of the terms of this contract:**

**Andre Koen**

\_\_\_\_\_  
 Trainer / Andre Koen, AM Horizons Training Group

\_\_\_\_\_  
 Date

**Client**

**Date**