

Name of Society – Guest Speaker Agreement

Speaker: Claire F. Santos-Daigle

Topic: Your Choice

Presentation Length: Generally, 45 - 60 minutes including Q&A

Date and Time: Of meeting

Location: Of meeting

Honorarium: Generally \$50, plus mileage at 48.5, dependant on individual agreement.
Some societies like to include us for lunch arrangements as well.

Audio-Visual: Indicate; how much time is available for set-up, we prefer an hour. Please include what equipment will be available.

Publicity Material: A brief description of the presentation and subject matter is available on Photos Made Perfect website for your use in Newsletters etc. to advise members if they would like us to scan their photographs without any commitment to purchase but to discuss for a soft quote.

Handout Material: The speaker will provide copy-ready handouts via e-mail or US mail, no less than two weeks prior to the event. The society will produce the handout material and distribute at meeting.

Agreement: Please sign and return a copy of this agreement via mail or e-mail to:

Program Chairperson
Society Name
Society mailing address
Chairperson cell phone

Agreed by: _____ **Date:** _____