

# BOOKING AGREEMENT

for Mark Funkhouser

Thank you sincerely for booking Mark Funkhouser as a speaker for your event. The following is a Booking Agreement between your organization (the "Organization") and Mark Funkhouser (the "Speaker"):

## ORGANIZATION INFORMATION

Organization name:

Name of Organization contact person:

Contact person's telephone\*:

(\*Please provide a telephone number at which the contact person can be reached before and during the Event)

## EVENT INFORMATION

Event title (and theme, if relevant):

Event type (circle one): **Convention** **Conference** **Workshop** **Seminar**

Event location: \_\_\_\_\_  
(venue name)

\_\_\_\_\_  
(venue street address)

\_\_\_\_\_  
(city, state, ZIP)

Event date(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(month) (day) (year) (time) (circle one) (month) (day) (year)

Confirming Speaker for the following speaking slot(s), type(s) and location(s):

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (A.M./P.M.) to \_\_\_\_\_ (A.M./P.M.) -- \_\_\_\_\_ -- (Keynote/Workshop)  
(month) (day) (year) (time) (circle one) (time) (circle one) (room name/#) (circle one)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (A.M./P.M.) to \_\_\_\_\_ (A.M./P.M.) -- \_\_\_\_\_ -- (Keynote/Workshop)  
(month) (day) (year) (time) (circle one) (time) (circle one) (room name/#) (circle one)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (A.M./P.M.) to \_\_\_\_\_ (A.M./P.M.) -- \_\_\_\_\_ -- (Keynote/Workshop)  
(month) (day) (year) (time) (circle one) (time) (circle one) (room name/#) (circle one)

## MARK'S SPEAKING POLICIES

### Speaking Fee

Mark's fee for keynote speeches, half-day workshops, or whole-day workshops is \$5,000. The fee for two-day workshops is \$7,500. For speaking engagements longer than two days, a fee will be arranged and agreed upon by and between Mark Funkhouser and the Organization. Payment is due in the form of a check, made out to Mark Funkhouser, immediately following the completion of all agreed-upon speaking duties.

### Travel and Expenses

Mark charges a flat fee of \$500 for all travel and food expenses. Payment is due in the form of a check, made out to Mark Funkhouser, immediately following the completion of all agreed-upon speaking duties. (Note: payment for travel and expenses can be made on the same check as the payment for the speaking fee, for a total fee amount of \$5,500).

### Accommodations

Unless otherwise discussed, Mark asks that hotel accommodations are arranged and paid for by the Organization. Accommodations located within a reasonable distance from the event site are preferred. Please notify Mark of all pertinent accommodations information at least one month before the event date.

### Event Specifications

Please notify Mark in a timely fashion of any and all specifications for the Event. Examples include Speaker check-in time(s) and location(s) or a specified Speaker arrival time prior to the speaking engagement. Mark will make every effort to accommodate these specifications.

### Speaking Specifications

Mark aims to make every speech a meaningful one. With this in mind, Mark will make every effort to accommodate any requests the Organization may have as to content of his speaking presentation(s).

Your date and signature on this Agreement, made on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, by and  
(day) (month) (year)

between Mark Funkhouser and \_\_\_\_\_, entitles the Speaker and the  
(Organization)

Organization to the items outlined in this document.

\_\_\_\_\_  
(signature of Organization contact person)

\_\_\_\_\_  
(day, month, year)

\_\_\_\_\_  
(signature of Speaker)

\_\_\_\_\_  
(day, month, year)

Please sign and mail this agreement to the address below. A signed copy, along with Mark's W-9 IRS tax form, will be returned to you promptly.

Mark Funkhouser  
15 West 57th Terr  
Kansas City, MO 64113  
(816) 820-9753

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<http://www.MarkFunkhouser.com>  
<http://www.facebook.com/MarkFunkhouserSpeaks>