

**FIRM OFFER**

To: Macmillan Speakers Bureau

From: Your Name, Your Title

Re: Speaking Engagement FIRM OFFER for \_\_\_\_\_\_\_\_\_\_\_\_\_ (Speaker’s Name)

Date: Today’s Date

**Fee:** Please specify amount for honorarium.

**Event:** Please specify if your event is a Lecture Series, Annual Meeting, etc.

**Sponsor:** Please provide the name of Host Organization, Street Address, City, State, and Zip Code.

**Date(s):** If more than one date possible, give order of preference.

**Venue:** Please provide Location, Auditorium (if known), Street Address, City, State, Zip Code, and Telephone Number.

**Travel:** Please specify the travel you are offering (i.e. roundtrip first-class airfare, professional ground transportation in origin and destination cities, hotel accommodations, meals, etc.)

**Travel Details:** Hotel: State name if known.

Airport: State name if known.

**Topic:** Please refer to speaker’s topics and choose one or list the specific subjects you would like the speaker to cover.

**Proposed Itinerary:** Please state time for each and every activity, as well as list desired length/descriptions for each portion of the event (i.e. 1 hour presentation, 20 minute Q&A, 30 minute book signing, etc.)

**Attendees:** Approx. audience size: \_\_\_\_\_\_\_\_\_

**Audience Profile:** Description of the audience will be extremely helpful to the speaker.

**Books:** Books must be available as part of our speaking agreement.

How will you provide books for attendees?

Will you have a book signing? Yes \_\_\_ No \_\_\_

**Recording:** \_\_\_ Yes \_\_\_ No

If yes, how do you plan to use the recording?

**Contact:** Please provide Contact Name, Title, Telephone Number, Fax Number, Cell Number, and Email Address.

**Contract Signatory:** Please provide Contact Name, Title, and Email Address.

**Private, Public, or Ticketed**: Is the event public? \_\_\_ Yes \_\_\_ No

Is the event ticketed? \_\_\_ Yes \_\_\_ No

**Attire:**

**About the Client:** Brief description about the organization (use as much space as you

need)

**Comments:**

**Note: In signing this offer, we are authorizing Macmillan Speakers Bureau to extend a firm and binding commitment on behalf of our organization for the services of the above speaker. Should the speaker accept this Firm Offer, it will be considered a binding agreement and you are thus obligated to sign a contract and pay a deposit of 50%. Please submit this Firm Offer only when you are completely prepared to sign a contract.**

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**Authorized Signatory**

**(Typed signature is fine)**

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**Name, Title**

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**Date**