

## Speaker Agreement Tips

It's good business to have a speaker agreement in place even when no money is exchanging hands.

The agreement should describe the service that will be provided (e.g., a one-hour class on nutrition, the date, time, and location).

The agreement should describe any agreed upon fees or should state that the presentation is at no cost.

The agreement should list the required technical equipment and who is responsible to provide it.

The agreement should address handouts and who is to provide them.

The agreement should state that the speaker is responsible for his/her own liability insurance while on agency property.

The agreement should address confidentiality of information (if applicable) and liability for risk.

The agreement should be signed by both parties.

*If your agency would like assistance drafting a speaker agreement, contact your agency's Deputy Attorney General or the Office of the Attorney General, Contracts & Administrative Law Division. The Office of the Attorney General can be reached at 208-334-2400.*



IDAHO STATE WELLNESS PROGRAM

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