

**CONTRACT FOR GUEST SPEAKER  
VIRTUAL PROGRAM**

Name of Speaker: \_\_\_\_\_  
Agent/Agency (if any): \_\_\_\_\_  
Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Speaker SSN/Tax ID (if Speaker is compensated): \_\_\_\_\_  
University Club Name: \_\_\_\_\_

This Agreement is entered into between the University of Notre Dame du Lac ("the University"), an Indiana not-for-profit corporation, and the Speaker named above.

1. **SERVICES:** The Speaker shall perform the services described below:

GUEST SPEAKER Topic/Speech Title: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Virtual platform: \_\_\_\_\_ Start Time: \_\_\_\_\_ (ET) End Time: \_\_\_\_\_ (ET)  
Speech Length: \_\_\_\_\_ Q&A length: \_\_\_\_\_ (leave blank if no Q&A)

Speaker agrees to complete a fifteen (15) minute technology and connection check in advance of the scheduled event. Said check is scheduled for [DATE] \_\_\_\_\_ and [TIME] \_\_\_\_\_.

The University agrees to provide the following additional items under this Agreement:

\_\_\_\_\_

2. **COMPENSATION:** The University will pay Speaker a lump sum amount not to exceed \$ \_\_\_\_\_. \_\_\_\_\_

3. **TERMS OF PAYMENT:** (check one)

- ☐ Payment to the Speaker within 30 days upon receipt of invoice.
- ☐ Payment to the Speaker within 10 days after completion of the engagement.
- ☐ Payment to the Speaker upon close of the engagement.

University check made payable to: \_\_\_\_\_

4. **PHOTOGRAPHY/RECORDING.** I understand that the University may wish to photograph or otherwise capture permanently my image, likeness, words, verbal expressions, other depiction, and/or recordings during this event. I irrevocably grant permission for the University to take such photographs and/or videos to be used by the University worldwide for its own uses and in any medium, including print and electronic. I understand that the University may use the Images with or without associating names to them. I also waive any claim for any kind of compensation for the University's use or publication of the Images. The University may use the recording of the event in its entirety for educational purposes and/or for viewing by the University community for \_\_\_\_\_ days following the event.

5. **TERMINATION.** This contract may be terminated at no cost to either party upon \_\_\_\_\_ days advance written notice.

6. **OTHER.** The Speaker is an independent contractor and will pay all applicable state, local and federal taxes associated with this agreement. This Agreement is the complete and exclusive understanding of the parties, and may only be modified in writing with the agreement of both parties. Time is of the essence in this agreement. This Agreement shall be governed by the laws of the state of Indiana. Any dispute arising hereunder shall be resolved exclusively in the courts of the state of Indiana located in St. Joseph County, Indiana.

**THE UNIVERSITY OF NOTRE DAME DU LAC**

**SPEAKER**

By: \_\_\_\_\_  
M. Brian Coughlin  
Associate Vice President for Student Development

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Type or Print)

Date: \_\_\_\_\_

Date: \_\_\_\_\_