

**CONTRACT FOR GUEST SPEAKER  
VIRTUAL PROGRAM**

Name of Speaker: \_\_\_\_\_  
Agent/Agency (if any): \_\_\_\_\_  
Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
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. CONSIDERATION:** In consideration of the University hosting the speaking engagement, Speaker has determined that it should execute this Agreement and accept the terms set forth herein.

**3. PHOTOGRAPHY/RECORDING.** Speaker understands that the University may wish to photograph or otherwise capture permanently Speaker’s image, likeness, words, verbal expressions, other depiction, and/or recording during this event. Speaker irrevocably grants 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. Speaker understands that the University may use the Images with or without associating names to them. Speaker waives 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.

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

**5. 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: \_\_\_\_\_