

# Jimmy MONK Speaking Engagement Agreement



Hosting Organization: \_\_\_\_\_

Address: \_\_\_\_\_

POINT OF CONTACT: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Topic / Title or Requests: \_\_\_\_\_

Role Requested (MC, Keynote, Humorist, etc): \_\_\_\_\_

Agreement due back by: \_\_\_\_\_

**Outside of Pittsburgh Metro only, (in addition to Honorarium Investment).** Please Book / Confirm Hotel  
**Hotel** (Reserved for late arrival Billed to Client): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Confirmation: \_\_\_\_\_

Airport: \_\_\_\_\_

Honorarium Investment: \_\_\_\_\_ ( Balance due day of Program).

Conditions of Agreement:

1. Audio and Visual Recorders may be used during the presentation with permission of Jimmy MONK.
2. If the engagement is cancelled by the Hosting Organization the following fee schedule will be in effect from the time of notification is received at the office of Jimmy MONK.
  - Percentage of the fee due: Cancellation 30 days or less before engagement 75% due.
  - 31-60 days 50% due. 61-90 days 25% due. 91-120 days 10% due.
3. Please secure an excellent sound system to include a microphone (cordless or with a 50 ft. cord).

THE ABOVE INFORMATION IS AGREED TO AND ACCEPTED BY:

PRESENTER: \_\_\_\_\_ CLIENT: \_\_\_\_\_

(print / signature)

(print / signature)

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

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Make Your Event a Total Success

## A Few Things Jimmy Should Know

**YOUR EVENT THEME:** \_\_\_\_\_

**ATTIRE** (How will attendees be dressed?): \_\_\_ formal \_\_\_ business \_\_\_ business casual \_\_\_ casual/jeans

**PRODUCT SALES?** (Is it appropriate? Comments/thoughts?) \_\_\_\_\_

**WILL JIMMY BE INTRODUCED? Y / N BY WHOM?** \_\_\_\_\_

### WHO WILL BE ATTENDING?

**EST. AUDIENCE SIZE:** \_\_\_\_\_ **PERCENTAGE:** Male: \_\_\_\_\_ Female: \_\_\_\_\_

**APPROX. AGES:** \_\_\_\_\_

**MAKE-UP OF AUDIENCE:** Suppliers \_\_\_\_\_, spouses \_\_\_\_\_, etc. \_\_\_\_\_

Should the message be targeted more to one than another? If yes, which? \_\_\_\_\_

Please give a general description of your audience on a day-to-day basis (In the office, field, long hours, etc.):

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What are the frustrations they have in their lives, company or industry? \_\_\_\_\_

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What are the goals and intended outcomes as the Event/Meeting Planner? \_\_\_\_\_

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PLEASE ALSO SEND US:

1. Information about the company/organization (corporate report, newsletters, history of organization, etc.).
2. The agenda of the conference/ meeting.
3. List of other speakers hired before in this slot. (At minimum, who spoke last year?)

Jimmy would like to send questions—VIA EMAIL—to a “cross section” of your attendees (about 5-10%--twenty people maximum if appropriate). This will involve you sending an email to the group introducing him as your speaker and simply ‘copying’ Jimmy on that email at [Jimmy@jimmymonk.com](mailto:Jimmy@jimmymonk.com) so he can just hit “reply to all” to send out some survey questions. Jimmy guarantees anonymity, but will be happy to share the answers with you after the event WITHOUT revealing who said what.

CONGRATULATIONS—we know you have made a great choice in booking Jimmy Monk. We appreciate your time in supplying this information. Naturally, our goal is to make your event the best your people have experienced. We can do that if you provide us with as much information as possible in order for Jimmy to thoroughly customize his presentation for your organization.

Please answer these questions and get this sheet back to us. Any additional information that you provide about your company, people or meeting will be most welcome. Thank you for your assistance!  
Feel good about your decision and excited about the Event. Our mission is to be at your service.

Have a Powerful Day!

Jimmy MONK

**Thank you for faxing/ mailing/ e-mailing your information to:**

Jimmy Speaks

Attn. Jimmy Monk

322 Mall Blvd. # 178 Monroeville, PA 15146

Phone: 1-877-505-1968

Fax:

E-mail: [jimmy@jimmymonk.com](mailto:jimmy@jimmymonk.com)