

## Sample Letter Requesting Dr. Hogan to Speak

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
July 23, 2007

Dr. Timothy Hogan  
Growing Healthy Passion  
[Street Address]  
[City, ST ZIP Code]

Dear Dr. Hogan:

I am the [Your Title] of [Organization Name], a professional organization dedicated to [mission statement]. Our annual conference will be held on [date(s)] at [location]. The theme of this year's conference is [theme]. We have been informed of your expertise in the field of Healthy Sexuality and Passion. We would request that you consider speaking about [subject of presentation] on [date] at [time].

Given what we know about this event, we expect the attendance at this event to be [number of attendees] people. We expect a similar number this year.

I understand that your fee is \$300/HR plus transportation, lodging, and meals. We would be happy to pay this fee and can discuss arrangements for doing so when you contact us.

I have enclosed some information about our organization for your review. Please contact me at [your phone number or e-mail address] by [date] to let me know if you are available for our conference. I look forward to hearing from you.

Sincerely,

[Your Name]  
[Title]

Enclosure



## GROWING HEALTHY PASSION

### **Speaker's Contract**

Timothy F. Hogan, Psy.D. PLLC

I, Timothy F. Hogan, Psy.D. PLLC, agree that in return for being given an opportunity to speak at the event: \_\_\_\_\_, to be held on \_\_\_\_\_, 200\_, at \_\_\_\_\_ (“Conference”), I will abide by the following terms, conditions and guidelines.

1. At the Conference I will make a presentation of approximately \_\_\_\_\_ minutes or more, on the topic of \_\_\_\_\_.
2. I will make available to \_\_\_\_\_ at least one week prior to the date of the conference, a copy of all materials I will use as hand-outs during or after my presentation. I will also advise \_\_\_\_\_ in advance of any special accommodations I will need for the presentation (in the way of audio visual or Americans with Disabilities Act compliance).
3. I grant a perpetual license to make copies of and distribute, either alone or in conjunction with other materials, in any form, manner, or media, the written materials he uses as hand-outs for the presentation.
4. I grant permission to make a video and/or audiotape of my presentation. These video and/or audiotape reproductions may be sold without paying any compensation or remuneration to me.
5. I grant permission to use my name, likeness, portrait, picture, biographical material and appearance during the conference to advertise and publicize any use whatsoever of the Conference.
6. Consideration: \_\_\_\_\_ agrees to pay me \$\_\_\_\_\_ for the preparation and presentation at the Conference. If the conference is within a two hundred mile radius of Plymouth, MI., there will be a mileage remuneration of \$.42/mile for my travel to and from the event.

If the conference is over 200 miles and requires an overnight stay, I shall be reimbursed for the following expenses as it applies:

- a. Coach class airfare to and from the Conference. All flights shall be booked through \_\_\_\_\_ designated travel agency.
- b. A single room for one night at the Conference's host hotel.
- c. Up to \$\_\_\_ per day for meals during the Conference.
- d. For reasonable ground transportation during the Conference. A rental car shall be approved in advance by \_\_\_\_\_

7. Best Efforts. \_\_\_\_\_ and I agree to use their best efforts and cooperate in the performance of this Agreement so that its purposes may be successfully carried out.

8. Termination. I shall be excused from making the presentation, and this Agreement shall be terminated, if I am unable to make the presentation because of my illness, injury, disability, death, inability to travel to the location of the presentation due to disruptions caused by weather or natural disaster, riot or other civil disturbance, or an Act of God. If I do not make the presentation for any other reason, I shall reimburse \_\_\_\_\_ the amount of any travel and transportation expenses previously paid, incurred, or reimbursed to me.

\_\_\_\_\_ shall not be liable in the event of the impossibility or impracticality of holding the event due to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities or any other events beyond \_\_\_\_\_'s control that make it inadvisable, illegal or impossible to hold the Conference.

I acknowledge that I have read this consent and release prior to signing it and that I understand its contents.

\_\_\_\_\_  
Signature: Timothy F. Hogan, Psy.D. PLLC

\_\_\_\_\_  
Signature: Person Authorized to Book Speakers

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_