



**Speaker Agreement for Kent Julian**  
(Live it Forward LLC)

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**Please Sign and Email or Fax to:**

Live It Forward LLC • 1860 Atkinson Road • Suite 107-184 • Lawrenceville, GA 30043  
email: [info@liveitforward.com](mailto:info@liveitforward.com) • fax: 678-487-8654

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**Client / Sponsoring Organization:**

**Contact Person:**            **Title:**

**Address:**

**Phone:**            **Fax:**            **Email:**

**Date(s) of Overall Event:**

**Title, Date, and Time of Presentation(s):**

**Session One Title:**

Date            Start Time            End Time

Amount of time allotted for Kent's presentation

**Session Two Title:**

Date            Start Time            End Time

Amount of time allotted for Kent's presentation

**Session Three Title:**

Date            Start Time            End Time

Amount of time allotted for Kent's presentation

**Session Four Title:**

Date            Start Time            End Time

Amount of time allotted for Kent's presentation

**Location of Presentation(s):**

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**Client Agreement:** In exchange for the presentation(s)/services provided by Kent Julian and Live It Forward LLC as described in this Speaker Agreement, the client agrees to compensate Live It Forward LLC as follows:

**Speaker Fee:**            (inclusive except for lodging and lodging parking)

**Deposit:** A non-refundable 50% deposit of            is due by            to secure the presentation date(s).

**Deposit payable to:** Live It Forward LLC (Tax ID#: )

**Address:** 1860 Atkinson Road, Suite 107-184, Lawrenceville, GA 30043

**Balance:** The balance of            is to be handed to Kent Julian on the day he speaks before his first presentation.

**Travel:** All travel except lodging and lodging parking are included in the fee. The client is responsible for booking and paying for Kent Julian's hotel room as well as any hotel parking. All other travel expenses will be the responsibility of Live It Forward LLC.



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**Rider:** Client guarantees to provide everything listed on the attached “**Rider for Kent Julian.**”

**Audio-Video and Photography Release:** Client is encouraged to videograph and/or take digital pictures of the presentation(s) as long as digital copies of the videograph and/or pictures are shared with Live It Forward LLC at no charge. Otherwise, videographing the presentation(s) is prohibited.

**Changes/Cancellations:** If the client makes any change in the event date(s) as shown above, the deposit of the Speaker Fee will be retained by Live It Forward LLC and applied to any future presentation(s) for a period of one year from the date of notification of the change. In addition, if the change is made within 45 days of the event date, the client will be responsible for reimbursing all costs incurred by Live It Forward LLC related to this event, include travel costs.

Should the speaker miss the engagement due to illness or emergency and a suitable replacement cannot be found, the client will be reimbursed in full.

**Act of God:** If the event is canceled due to an Act of God or dangerous situation, both parties agree to reschedule the event with the same terms stated in this Speaker Agreement.

**THIS SPEAKER AGREEMENT IS AGREED TO AND ACCEPTED BY:**

Sponsoring Organization Representative:

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Client

Date

Kent Julian, Live It Forward LLC

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Speaker

Date

This is a list of what Kent Julian needs in order to ensure a quality program for your organization. If you have any questions, contact our office by emailing [info@liveitforward.com](mailto:info@liveitforward.com). And remember, Kent prides himself on being the easiest speaker in the world with whom to work. This means we are here to serve you however we can.

### **Keynote Stage Set-Up**

- Two (2) bottles of water – they do not need to be chilled; room temperature is preferred.
- Wireless handheld microphone.
- Projector and screen—Kent uses very basic PowerPoint slides during most of his keynotes, but does not travel with a projector. Please contact our office by emailing [info@liveitforward.com](mailto:info@liveitforward.com) if your auditorium is NOT set up for PowerPoint presentations or if you do not have the proper equipment.

### **Workshop/Seminar Set-Up**

- Two (2) bottles of water – they do not need to be chilled; room temperature is preferred.
- Kent uses PowerPoint slides (which means he needs a projector and screen) and/or one (1) flip chart with a stand and two (2) thick markers in most of his workshops/seminars. Please contact our office by emailing [info@liveitforward.com](mailto:info@liveitforward.com) if these resources will not be available.
- Depending on the workshop/seminar topic and length, Kent might request additional resources and supplies to enhance interaction and experiential learning (e.g. additional flip charts, colored markers, handouts, etc.). Our office will contact you approximately two weeks prior if additional resources and supplies are needed.

### **Host and Table Team**

- Two (2) enthusiastic and trustworthy individuals to serve as Kent’s onsite “hosts” so he knows where to be and by when. These individuals will also help Kent at his table after his presentation.

### **Picture and Product Table**

- One (1) large 8’ skirted table located just inside or outside of where audience members exit the room. This table setup should be set up for ALL of Kent’s keynote and seminar/workshop programs.
- One (1) extra tablecloth (preferably black or white) to cover table when no one is manning the table.

### **Photography / Videography**

- You are ENCOURAGED to take pictures and have the permission of Kent Julian to do so as long as digital copies of pictures are shared with him for free.
- You are ENCOURAGED to videograph the program(s) and have the permission of Kent Julian to do so as long as a digital copy of each recording is shared with him for free.