

**Mona Freedman Morris**  
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**SPEAKER CONFIRMATION CONTRACT**

Thank you for the opportunity to speak to your group. The terms of this contract reflect our informal agreement. Please sign and date this letter and return one copy within ten days, either by mail or email.

A fee of \$125.00, made payable to Mona Morris, should be provided prior to the presentation.

Date of Presentation: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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

Phone # \_\_\_\_\_ e-mail address: \_\_\_\_\_@\_\_\_\_\_

Contact Person: \_\_\_\_\_

**Presentation Details:**

- **Format:** In-person, Zoom, Hybrid
- **Duration:** Presentation is approximately 45 minutes, followed by a 15-minute Q&A session.

**Equipment and Setup:** Please provide the following equipment for the presentation:

- Microphone
- Projector for PowerPoint Presentation
- Table for handouts and display materials

One week prior to the presentation, I will contact you to confirm the number of attendees and to address any questions related to this agreement.  
I will arrive at least 30 minutes before the scheduled start time to set up.

**Signatures**

I, the undersigned, agree to the terms outlined above and confirm the event details as listed.

**Speaker:** \_\_\_\_\_ Date: \_\_\_\_\_ 202\_\_  
Mona Morris

**Authorized Representative of Organization:** \_\_\_\_\_

Title \_\_\_\_\_: Date: \_\_\_\_\_ 202\_\_