

MSK ENTERPRISES

SPEAKER GUIDELINES

How my Career Speaker Program Works?

One of the unique aspects of having me as your Career Speaker is that students can hear first hand information from someone who actually has experience in the military career field. This makes the occupation “come alive” to students and they can ask questions which cannot be found in a book. All students are learning about career choices and the students know something about the qualifications for the job, the working conditions, where jobs are, wages salaries and employment prospects. I talk to the entire class/organization about how and why choose to enter the military and what it is like. I give the good news with the bad so I leave the students with a pretty good understanding of the profession. As your Career Speaker I may be invited individually or as part of a panel of speakers. Typically, I speak to approximately 20 – 30 students about a specific career for a classroom period (approximately 50 minutes) during the regular school day for assemblies. Your organization may request me to do the same presentation several times to various grade levels or classes. I have developed the following guidelines. This ensures consistency and maintains the mission and goals of my Career speaking engagement.

- 1. I will adhere to all rules and regulations of the host school/organization.*
- 2. I must check into the main office or with an organization (representative) and be provided a visitor's pass prior to the presentation.*
- 3. I agree to notify the school/organization if I cannot attend the scheduled appearance, as soon as possible.*
- 4. I am not a Navy recruiter, I will provide strait forward information. Any questions I cannot answer, I will afford the opportunity to all students to contact me via email: www.mskenterprises.org for further clarification on their question.*
- 5. When available, I will invite additional speaker(s) to accompany me to provide additional information, particularly when I can include a woman veteran.*
- 6. All payment and options concerning non-payment for Speaking Services are negotiable.*
- 7. I will be available briefly after every Speaking Session to meet and greet your staff and organization members.*

The objective of my Speaking engagement is to provide the opportunity for interested students to relate to a professional. By providing students with a realistic picture of what is involved in a particular career field within the military, and the necessary education; they can set goals for themselves. They can also understand the skills that are taught in school that can be applied to the workplace. Thank you for investing time to excite your students about their careers and their futures!

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SPEAKER CONTRACT

This AGREEMENT is made between _____ (_____), and Michael Earl Buchanan, (“Speaker”) on this Date: _____

1. **Engagement:** Speaker, to the best of speaker’s ability, shall present the following “Session(s)” at the _____ (“Program”) to be held in (City, State) _____.

Type of Dress (preference): Casual Working Uniform Dress Uniform Other

Session (s):	Date/Time:
Session (s):	Date/Time:
Session (s):	Date/Time:
Session (s):	Date/Time:
Session (s):	Date/Time:

2. **Term.** This Agreement shall continue in effect until:

2.1 Canceled by either party as set forth in this Agreement; or

2.2 Concluded by Speaker upon completion of session(s);

3. **Compensation.** As consideration for services to be rendered by Speaker under this Agreement, your organization shall provide Speaker:

3.1 Complimentary registration for the program or event;

3.2 Any expenses agreed upon for program participation as indicated in this agreement. i.e. speaking engagement fees, (not to exceed \$1500.00 per session); However, that in the event of cancellation pursuant to this Agreement, or upon death, disability, or other incapacity resulting in the inability of Speaker to present the session(s) required (“cancellation”), this Agreement may be terminated and all consideration due shall cease as of the date of cancellation.

All incidental expenses are the Speaker’s responsibility. Any expense items not specified are expressly excluded, e.g., reproduction of handouts by speaker, slides, promotional pieces, session aids.

EXPENSE AGREEMENT

(PAYEE) Organization Name: _____ (contact person) Name: _____
Department: _____
Phone# : _____
Email Address: _____

Total amount to be paid for the Speaking Session: _____

Method of payment: Check Direct Deposit Money Order Other

PAYMENT INFORMATION

(make payments to) Michael Earl Buchanan MSK Enterprises
Post Office Box 3649 EIN: 20-8161182
Apple Valley, CA 92307 BLN: 00008049

- 4. **Performance:** Speaker shall present the sessions set forth in this Agreement and shall:
 - 4.1 Abide by the dates in the Agreement;
 - 4.2 Not defame, slander or libel any person, firm or corporation;
 - 4.3 Present sessions according to Standards of Professionalism, and shall not denigrate associated organizations, its programs or representatives in any manner.
 - 4.4 Agree and state that all materials and content presented by Speaker do not infringe or violate any copyright, trademark, patent or intellectual property rights of any person or entity, nor do they promote or endorse any product, service, or device which may or is at the time of the program not approved by any governing agency.
- 5. **Failure to Perform:** In the event of failure or refusal of Speaker to perform Speaker’s obligations under this Agreement, all costs, charges and expenses shall be returned to your organization.
- 6. **Independent Contractor Relationship:** Speaker is an independent contractor. Speaker is not an employee, servant, agent, partner or joint-venturer with any other organization at any time contemplated by this Agreement. Speaker at all times shall state that Speaker’s opinions are those of Speaker and NOT those of any media or other materials are used they shall so reflect.
- 7. **Cancellation:** Your organization reserves the right to cancel this Agreement and replace Speaker if due dates are missed. Your organization reserves the right to cancel any session, change the length or size of any session, or change the place of any session at its discretion within (10) days of the scheduled event.

In the event of cancellation, your organization shall not be liable for any expenses, costs, or damages incurred by Speaker. If Speaker desires to cancel, Speaker agrees to provide (10) days written notice of cancellation prior to his or her first scheduled session.

8. **Merchandising:** Speaker shall not sell or promote any particular product or service for your organization at any time during the session presentation. If Speaker desires to sell a self-authored book, or materials, the speaker shall first receive approval from your organization upon such terms and conditions as may be agreed upon.

9. **Miscellaneous:** Your organization shall provide Speaker, upon Speaker's request:

9.1 Session Evaluation or Summaries for review after the Program.

9.1.1 Remarks

Signed: _____ Date: _____

Organization