**Speaker / Guest Lecturer Letter Template**

**Note on using this template**: This template should be used by departments who are authorized to hire speakers for department events. It is strongly recommended that if the department is paying a fee, honorarium and/or expenses to the speaker that they use this template to formalize the agreement. This *template* is only for use with US Citizens. International speakers must follow the template letter and forms at:   
**[FIND SMITH URL IF EXISTS]**

Please note, you cannot promise the speaker that the College will not withhold any taxes. The College is required by law to withhold taxes for any payments in excess of $10,000 for any event/activity, even if the payment is spread among multiple individuals.

Delete sections which are not applicable, particularly the payment of fees and expenses; also delete any **red, bold instructions** or sidebar comments included for instructional purposes. Two signed originals should be sent with an addressed return envelope. The Permission to Record must be signed if you plan to record or photograph the speaker in any way. The particulars of what may be recorded and how (e.g. still photos and voice only) may be changed but the **Release and Distribution rights (the final paragraph) may not be changed without risk management review**.

**[Name]**

**[Street Address]**

**[City, State, Zip Code]**

Re: **[ Subject (e.g. Name of Event, Date of Event)]**

Dear **[name]**:

This letter formalizes our invitation from the **[name of department]** to you to speak at the Smith College campus on **[date/s]** from **[time]** to **[time]**, at **[specifically list the facility]**.

We have agreed to pay you an honorarium (fee) of **[$ amount]**. This will be mailed to you at the above address, unless you give us specific written instructions otherwise, within ten days of your presentation. We understand and agree that you are acting as an “independent contractor” and that you are not an employee of the College as respects this speaking engagement.

We have also agreed to cover your expenses, which may include mileage (reimbursable at the rate set by the federal government) or a car rental (not to exceed $**xx.xx**/day), airfare (not to exceed $**xxx.xx**), local hotel for **[number of nights]** nights not to exceed $**xxx.xx**/day **[or we have arranged for rooms for you on the Smith campus – provide particulars]**, meals (not to exceed $**xx.xx** /day) etc. In order for the College to reimburse you for your expenses for this event, **[copies/originals]** of your receipts must be submitted to **[contact name]** within **[number of days]** days following the event. Please enclose a copy of this letter with your receipts.

The College may withhold taxes as may be required by federal law. If we are required by law to withhold taxes, and we have not received your federal tax ID number, we will not be able to process payments to you.

If you bring a car to campus, please park in designated areas only.

Any changes to the program must be communicated as soon as known to **[who]** at the **[Department/Office]** by **[date]**. While it is not our practice to do so, the College reserves the right to cancel the event at any time for any reason.

Please let us know if you have any questions about this event. Please sign and return one copy of this letter with your tax ID number as confirmation of your agreement to speak and to these terms. Payment cannot be processed without a signed copy of this agreement. A return envelope has been provided for your convenience.

We look forward to ... *Etc., etc.*

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[College representative name typed here]** *Date*

**I agree to the above terms**

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**[Speaker name typed here]** *Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker Tax ID Number (Social Security Number)

**Permission to photograph, videograph or record**

I hereby authorize the Trustees of Smith College to record in any media (audio, video or other media) my image, voice, speech or presentation and any interviews I may give to be used for educational, archival or other communications purposes. I understand that these images may be stored or distributed via disk or electronically via the internet. While it is the intent of the College to use the recordings for the purposes stipulated, I understand and agree that the recordings may be kept or used forever and may be used for any purpose the College deems fit including reproduction or distribution in any media as may now or hereafter exist.

I hereby release the Trustees of Smith College, its trustees, officers, employees, volunteers, students, student associations and participating organizations, sponsors, vendors, program participants, agents and assigns (collectively, the Released Parties) from any and all liability related to dissemination or distribution of any recording of my participation in the program, presentation or interview or my image or voice, or the unauthorized reproduction, distribution, or display of the images or voice in print or any and all other media that may now or hereafter exist, and any alteration, distortion or illusionary effect, whether intentional or otherwise, in connection with said use, by any and all individuals or companies that are not Smith College or the Released Parties.

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Signature Date

**□**  I DO NOT authorize the Trustees of Smith College to record in any media (audio, video or other media) my image, speech or presentation and any interviews I may give.