

MARIANNE DYSON AUTHOR APPEARANCE AGREEMENT

HOST CONTACT:

Name:
Phone number and fax:
Email address/Web site:
Location phone (to call for directions):
Location address and zip:

PROGRAM INFORMATION

Date(s) of program:
Type of program requested (title if known):
Number of programs requested (up to 4/day):
Audience size/program and grade level(s):
Number of teachers/parents attending:
Start time first program/end time last program:
Allow 30 minutes for set up and clean up. Schedule at least 15 minutes between programs.

BOOK SALES

Does host plan to order and sell books as a fundraiser?
Does host want author to sell and sign books after event?
Is host willing to distribute a book order form prior to visit?

HONORARIUM AND EXPENSES

Honorarium is due on the day of visit.
Does this program qualify for a referral discount?
Does host require a W-9 from author?
Expected cost of program:

Host will provide transportation to and from location unless author has agreed otherwise. Author charges mileage (50.5 cents/mile 2009), hotel, airport parking, rental car/taxi, and airfare separately from honorarium. Meals are not charged, but lunch is expected to be provided for all-day events. Expenses should be reimbursed within 30 days. Total travel expense is estimated to be:

EQUIPMENT/SET UP REQUIREMENTS

Host agrees to provide an LCD projector and screen, two tables and wireless mike unless otherwise arranged. Host will provide security for the author's display items and books.

AGREEMENT

The host will contact the author before the appearance to finalize travel arrangements, schedule, audio-visual needs, and supplies to be provided by host. Any changes to this appearance agreement must be approved by the author in advance of the visit. In the case of weather or other emergency, the parties agree to reschedule the appearance and share any expenses incurred as a result of the cancellation.

Please sign one copy and mail or fax (281-486-4747) to Author. Retain other copy for your records.

I agree to all the terms and conditions stated above.

Signed (host):
Date:

Thank you for inviting me!
Marianne Dyson