

AUTHOR APPEARANCE CONFIRMATION/INVOICE

Date of Agreement_____

This is to confirm the appearance of **Marianne J. Dyson** on **Date(s)** _____.

HOST CONTACT:

Name _____ Phone # _____

Alternate contact and phone number: _____

TIME AND LOCATION OF APPEARANCE:

Time(s) of Presentation/Workshop(s) _____

Name and address, including zip code, of School/Library/Hotel or other location

DESCRIPTION OF PROGRAM AND AUDIENCE:

Author will provide _____ (#) _____ (type) presentations, each lasting _____ minutes separated by at least 15 minutes on _____ (day of week) for approximately _____ (#) people in grade level(s) _____.

She will provide _____ (#) _____ (type) workshops on _____ (day of week) lasting _____ (1, 2, or 4) hours for _____ students of grade level(s) _____.

BOOK SALES will be handled by _____ host, _____ book store, _____ author*, _____ not offered. *For guaranteed sales of _____ 10-25 books, host receives a \$50 discount off honorarium. For _____ 25 or more books, host receives a \$100 discount off honorarium.

COSTS:

Honorarium due author on the last day of appearance: \$_____.

Author will provide an estimate and receipts for travel expenses to be reimbursed within 30 days of visit. This amount is estimated to be less than \$_____.

Make checks payable to Marianne Dyson. (Social Security Number: _____-_____-_____).

Host will provide tax form to Author if required. Host will provide transportation to and from location and provide copies of handouts and supplies for workshops unless author has agreed otherwise. Host agrees to provide an LCD projector and screen, two tables and wireless mike for presentations, and supplies, and TV/VCR/DVD for workshops. Host will also provide security for the author's display items and books offered for sale.

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 a 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 return to Author. Retain other copy for your records.

I, (print) _____ on behalf of _____
(host) agree to all the terms and conditions stated above.

Signed, _____ Date: _____.

(host)

Signed, _____ Date: _____.

Marianne J. Dyson