

Letter of Agreement for Author/Illustrator Appearance

Date: _____

Between _____ (Speaker)

of _____ Phone: _____

and _____ (Sponsor)

located at _____

Contact person: _____ Phone: _____

1. Author/Illustrator Appearance: _____ agrees to travel to the Sponsor's location and speak on the following dates(s) _____ and will present to _____ group(s) of approximately _____ students each. Grades to be addressed are _____ with a presentation lasting approximately ____ minutes. The focus of the presentation(s) shall be:

Arrival time: _____ Projected ending time: _____

2. Payment: The Sponsor agrees to pay as full compensation for services the sum of \$_____. This sum shall be paid immediately upon completion of visit to the speaker.

3. Expenses: The Sponsor agrees to be responsible for the following expenses:

a. Round trip travel: If the Sponsor's location is outside of speakers local area, the Sponsor shall provide air or train tickets; or if by rental car or other modes of transportation, the Sponsor shall make arrangement with the speaker for payment of these expenses.

b. Food and lodging: If the Sponsor's location is outside of the local area, the Sponsor shall agree to accept and reimburse the speaker for food and lodging (receipts presented) or make other mutually acceptable arrangement prior to the speaker's arrival.

4. Inability to perform: If the speaker is unable to appear on the dates scheduled due to illness or other unforeseen event, the Sponsor shall have no obligation to make any payments, but shall attempt to reschedule at a mutually acceptable future date. If the Sponsor is prevented from having the speaker appear due to Acts of God, governmental order, or any other cause beyond its control, the Sponsor shall be responsible only for payment of such expenses enumerated in Section 3, that the speaker may have already incurred. Should this occur, the Sponsor agrees to attempt to reschedule at a mutually acceptable future date.

5. Recordings: No recordings shall be made by the Sponsor without the written consent of the Speaker.

6. Book Sales and Autographing: If the Sponsor desires to provide books for sale or autographing, the Sponsor will make arrangements with Children's Literature to supply the books. Children's Literature shall prepare order forms, place book orders and make reasonable effort to ensure that the books are available on the day of the Speaker's appearance. Sponsor shall contact the Program and Events Coordinator at Children's Literature to discuss these arrangements: Call Naomi Milliner at 301-570-6019 or email her at naomiwm@verizon.net.

7. Audio-Visual and Physical Arrangements: Sponsor will check to make sure all required equipment is in place and working properly. Speaker will provide these requirements to the Sponsor at least two weeks in advance of his or her appearance.

Author/Illustrator

Sponsor