

GENERAL CONTRACT for SPEAKING APPERANCE by KARLIE LUCAS

Name of Program:

Scheduled to appear on (Day/Date/Year):

For an speaker's fee of _____ plus expenses enumerated below.

1. Expenses to be paid in full by the hose include coach airfare to and from Dallas/Fort Worth Airport, meals during the stay: accommodations; transportation between airport, accommodations and event (I do not drive when out of town). Once accommodation site has been approved, the host group will hold the room/pay for the room with their credit card number, unless other arrangements are made. The host group will be invoiced for all other expenses, which are to be paid within 30 days. Unless arranged previously, please do not include estimated expenses in the speaker's fee check.
2. Please have speaker's fee ready on the day of presentation. Payment should be made out to Karlie Lucas
3. For your bookkeeping department, my social security number is
4. Cancellation by the host group within 60 days of the program date, for reasons other than weather or natural disaster, cannot be made without a penalty fee of 20% of the agreed upon honorarium. Cancellation within 10 days of the event cannot be made without a penalty fee of 50% of the agreed upon honorarium. In addition, in either case, the cancelling group would be responsible for any "penalty" fees required by the airlines for a changed ticket. If I cannot appear for any bona fide reason, all monies advanced by the host for travel or accommodations will be refunded. In the event that I am unavoidably delayed, but arrive to present the program in full, the engagement shall be considered to have been completed as agreed, and all expenses shall be due in full, unless otherwise agreed upon in writing.
5. The proper equipment will help ensure a great presentation. As for equipment needs, please have one cup of non-carbonated water (or bottle), and one large table near the speaking area for program materials. I prefer a microphone and podium when possible, and necessitate these items with groups of over 75 people. If circled, please be sure to have the following available: a clean overhead projector *within arm's reach of the podium*, and a screen, an LCD project for Microsoft Power Point presentation *within an arm's reach of the podium* and screen, an extra table, art supplies for the group,: crayons, glue, staplers, scissors, etc. please take care that all audio-visual equipment is set up, clean, and in working order prior to presentation. All programs are approximately 45-60 minutes in length.
6. Sorry, no videotaping or cable broadcasting my program is allowed.
7. If you are interested in having copies of any of my books available for sale at the event, please contact me in advance to place an order. I am more than willing to sign. Please have a table and chair for me to use for this purpose.
8. For school visits, it is preferred that group presentations or workshops be presented in the library or classroom. Classes can be combined, but limit to no more than three at once. Limit to four presentations per day, maximum. Please allow students to be familiar with the work associated with any given workshop or presentation prior to my visit, and plan for time for lunch and any

book signings requested. Teachers must stay with their classes during presentations. This contract assumes a visit to a single school; shared visits may be negotiated in writing for an additional fee.

9. Please fill out as completely as possible the attached YELLOW SHEET and return it within 30 days, along with a signed copy of this contract. This is important for my scheduling and travel plans. Please make no reservations or publicity efforts until a written confirmation from me is received. Your signature below implies a reading and understanding of contract terms enumerated here.

Signature:

Yellow Sheet

Please sign and return as soon as possible.

DATE OF PRESENTATION:

TIME:

Name of Host Group/Organization:

Requested program:

- Self-Esteem with Bob the Dinosaur
- Accepting Others, a Lesson with Bob the Dinosaur
- Creating and Developing a Character
- World Building
- The World of Book Publishing
- Book reading
- Author Q & A
- Book discussions with the author

Contact name:

Contact Phone (daytime/night):

Contact e-mail:

Billing Address:

City, State, Zip

Event Location Address:

Phone at Event Location:

Accommodations

(Preferably Sheraton, Holiday Inn, or similar. Independently owned hotels and bed and breakfasts must be cleared first. Motels are not acceptable. Host group is to reserve a room and room expenses on their credit card prior to check-in. **please do not reserve room until confirmation is received!**)

Two hotels near the event location, and their phone numbers:

- 1.
- 2.

Transportation:

Karlie does not drive when out of local area.

Someone will pick up Karlie from ___ from airport ___ to event ___ from event ___ to hotel ___ to airport.

Who?

Karlie should take taxis/shuttles to locations

Conservative estimate of attendance: _____

Copies to be sold at event: ___ *Bob the Littlest Dinosaur* (for children) ___ *Bob and the Color Fairy* (for children) ___ *Kas* (for YA and adults) ___ *The Unknown Elf* (for YA and adults) ___ *Tarragon: Key Keeper* (For YA and adults) ___ *Tarragon: Dragon Mage* (for YA and adults) ___ *Tarragon: Dragon Bane* (for YA and Adults)

We prefer that Karlie use the following for presentation:

- an overhead projector
- a Microsoft Power Point program (Requires LDC Projector)
- large paper pad or white board
- no preference

Check here if you are arranging a school visit and would like a reproducible sheet of autographed bookmarks sent in advance.

A tentative schedule of the day's visits would be appreciated; feel free to write on the back of this sheet as necessary.

Name/phone of local bookshop:

Name/phone of local newspaper:

Name/phone of local radio station:

A confirmation of event appearance will follow. Please make no reservations/promotional efforts until this confirmation is received. If any information on this sheet changes prior to the vent, please contact Karlie Lucas.

Signature of host/sponsor: