

Author Appearance Agreement

Host Information

Host Name: _____

Title: _____

Organization: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

E-Mail: _____

Program Information

Proposed Appearance Date(s): _____

Proposed Appearance Time (Start and End Time): _____

Type of program:

_____ Book Reading

_____ Book Reading/Signing

_____ Writing Workshop

_____ Panel Discussion

_____ Presentation

_____ Other

Description of Event: _____

Book Sales

Does host plan to order and sell books: _____

Does host want author to provide and sign books: _____

Honorarium and Expense

Does host intend to offer an honorarium?

Does host require a W-9 from author? _____

Proposed rate of pay: _____

IF APPLICABLE:

Hotel, airfare, airport, parking, rental car/taxi:

Equipment/Set-Up Equipment

Host agrees to provide table and wireless microphone, unless otherwise arranged. Host will provide security for the author's display items _____ and books, unless otherwise arranged.

Advertising and Promotion

Host agrees to provide Author _____ with PDF and JPEG of event flyers and promotional materials at least thirty (30) business days before the appearance for approval.

Agreement

The host will contact the author at least thirty (30) business days 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 at least ten (10) business days in advance of the visit. In the case of weather or other emergencies, the parties agree to reschedule the appearance and share any expenses incurred as a result of the cancellation.

Host Agrees To All The Terms and Conditions Stated In This Agreement.

Please print, sign, scan, and email to justine@justinemanzano.com

Host Signature: _____

Print: _____

Date: _____