

**HOST INFORMATION**

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

**PROGRAM INFORMATION**

Proposed  
Appearance date(s) \_\_\_\_\_

Proposed  
Appearance time \_\_\_\_\_

Start time  
of program \_\_\_\_\_

End time  
of program \_\_\_\_\_

Type of program

\_\_\_\_\_ Reading                      \_\_\_\_\_ Panel Discussion

\_\_\_\_\_ Book Reading/Signing      \_\_\_\_\_ Presentation

\_\_\_\_\_ Writing Workshop            \_\_\_\_\_ Other

**AUTHOR APPEARANCE AGREEMENT**

Description \_\_\_\_\_

\_\_\_\_\_

Book

Title \_\_\_\_\_

### **BOOK SALES**

Does host plan to  
order and sell books? \_\_\_\_\_

Does host want author to  
provide and sign books? \_\_\_\_\_

### **HONORARIUM AND EXPENSE**

Does Host require a  
W-9 from author? \_\_\_\_\_

Proposed rate of pay  
(Due on date of honorarium) \_\_\_\_\_

IF APPLICABLE:

Hotel, airfare, airport, parking, rental car/taxi \_\_\_\_\_

Does host prefer receipts for  
reimbursement within 30 days? \_\_\_\_\_

### **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.

**AUTHOR APPEARANCE AGREEMENT**

**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 Theresa Varela at [theresavarela@gmail.com](mailto:theresavarela@gmail.com)

Host Signature \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

**AUTHOR APPEARANCE AGREEMENT**