

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 llanosfigueroapublicity@gmail.com

OR mail to: Dahlma Llanos-Figueroa, PO Box 1176, Bronx, NY 10471

Host Signature _____

Print _____

Date _____

AUTHOR APPEARANCE AGREEMENT