



School Presentation Agreement

AGREEMENT, dated this ____ day of _____, 20__, between Lissa Rovetch (Author), whose address is _____, phone _____, and _____ School (Sponsor) located at _____. Contact person (for school): _____ phone (school) _____ (home, in case of emergency) _____.

WHEREAS, the Sponsor is familiar with the work of the Author and requests that the Author personally visit the Sponsor to enhance the opportunities for its students to have contact with working professional authors; and

WHEREAS, the Author wishes to lecture with respect to her work and perform other such services as this contract may call for;

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants set forth herein, the parties hereto agree as follows:

1. **Author to Lecture.** The Author hereby agrees to travel to the Sponsor's location on the following date, _____ and speak on (date/s), _____ to (#) audiences of about (#) students each. Grades to be addressed are _____ for _____ (length of speaking time). The focus of the presentations shall be:

2. **Work of Author.** The Sponsor agrees to familiarize the students with the published work of the Author prior to the Author's appearance.

3. **Payment.** The Sponsor agrees to pay as full compensation, in addition to expenses, for the Author's services rendered under Paragraph One the sum of \$ 1,000.00 per day of speaking (includes 2 assemblies and 3 breakout workshops), or \$500.00 per half day of speaking (includes 1 assembly and 1 breakout workshop). This sum shall be payable to the Author immediately upon completion of services.

4. **Expenses.** In addition, the Sponsor agrees to be responsible for the following expenses:

- a. Roundtrip travel. (If by the Author's own car, reimbursement in the amount of 44.5 cents per mile; if by air or train, the Sponsor shall provide the tickets; if by rental car or other modes of transportation, the Sponsor shall make arrangements with the Author for payment of these expenses).
- b. Food and commercial lodging. (Sponsor will provide the following meals: Lunch and Dinner. If meals are on a per diem basis, the Sponsor shall inform the Author in advance; otherwise the Sponsor agrees to accept and reimburse the Author for food and lodging receipts presented).

The reimbursement for food, lodging, and other expenses shall be made no later than one week following Author's visit, unless otherwise agreed to *in writing* in advance.

5. **Inability to Perform.** If the Author is unable to appear on the dates scheduled in Paragraph One due to illness the Sponsor shall have no obligation to make any payments under Paragraphs Three and Four, but shall attempt to reschedule the

Author's appearance at a mutually acceptable future date. If the Sponsor is prevented from having the Author appear by Acts of God, governmental order, or other cause beyond its control, the Sponsor shall be responsible only for the payment of such expenses under Paragraph Four as the Author shall actually have incurred. The Sponsor agrees in such cases to attempt to reschedule the Author's appearance at a mutually acceptable future date.

6. Cancellation Fee. If Sponsor cancels appearance by Author for any other reason than an act of God, Sponsor agrees to pay Author the full fee agreed upon in Paragraph Three above, in addition to such expenses under Paragraph Four as the Author shall actually have incurred.

7. Late Payment. The Sponsor agrees that, in the event that it is late in making payments due the Author under Paragraphs Three and Four, it will pay as additional damages 15% in interest on the amounts owing to the Author, said interest to run from the dates stipulated in Paragraphs Three or Four, until such time as payment is made.

8. Recordings. No recording shall be made by the Sponsor without written consent of the Author. In the event Author grants permission to record, Sponsor agrees that the Author shall retain all rights; including copyrights, in "relation to recordings of any kind made of the appearance or any works shown in the course thereof. The term "recording" as used herein shall include any recording made by electrical transcription, wire recording, film, videotape, or other similar or dissimilar method of recording, whether now known or here after developed. No use of any such recording shall be made by the sponsor without the written consent of the Author and, if stipulated therein, additional compensation for such use.

9. Book Sale and Autographing. If Sponsor desires the availability of Author's books for sale and autographing on the date outlined in Paragraph 1, Sponsor shall be responsible for ordering, collecting money for, distributing and returning unsold books. Author agrees to be available for autographing at the time and place specified above after: _____.

If Sponsor wishes to order books directly from the publisher, it must do so approximately eight weeks prior to the Author's appearance to ensure their arrival in time for the appearance. Book ordering information for the following books is included (below/on separate page):

10. Audio-Visual and Physical Arrangements. Sponsor will provide lecture space that can be darkened. A large rolling blackboard or wall appropriate for large drawing surface, facing audience. Microphone (for large audiences). Electrical outlet for power point presentation, and projection screen. Sponsor will check to make sure that all required equipment is in place and working property prior to visit.

11. Modification. This contract contains the full understanding between the parties hereto and may only be modified in a written instrument signed by both parties.

12. Governing Law. This contract shall be governed by the laws of the State of _____.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as of the date first set forth above.

Author _____
Lissa Rovetch

Sponsor _____
(School Name)

By _____
Title _____
(Authorized Signatory)

Address _____
Telephone _____