

## **Author Appearance Contract**

Date:

To Whom it May Concern,

### **AUTHOR APPEARANCE CONTACT INFORMATION**

### **SIZE AND DESCRIPTION OF PROGRAM**

HONORARIUM is the fee due to the author on the last day of the appearance. Ms. Johnson will receive \$5,000 per day for schools and \$6,000 per day for conferences. This is strictly her honorarium and does not include her expenses. Her expenses must be paid for by the hosting organization. Her expenses will include airfare, airport transfers, meals and lodging. The check should be made payable to Angela Johnson.

Please note: Ms. Johnson will speak to groups of no more than 125 persons per session. No auditoriums please. She will speak about her life as a writer and the writing process, take questions from participants and sign books.

Ms. Johnson will participate in a Skype interview with groups of students. The fee is \$1000 per hour or part.

### **HOSTING A GREAT APPEARANCE**

Please notify Ms. Johnson six weeks prior to a visit if participants wish to have a writer's workshop.

Make any travel (air travel, hotel arrangements etc) 6 weeks in advance. Travel arrangements must be discussed first with Ms. Johnson before being booked.

- The hotel/motel must have all of the following:
- a hotel with room entrance from an inner corridor
- a hotel with a restaurant or a complimentary breakfast bar
- a location that is clearly okay for a woman staying alone.
- room with two double beds

Put together a schedule for Ms. Johnson's review at this time. The schedule should contain the following:

1. Number of sessions
2. Location of session(s)
3. Length of time of each session
4. Expected number of people attending each session.

Don't forget to leave time for lunch—please remember lunch can be a downtime for the author to collect her thoughts. Please remember to include clear directions to your appearance site.

And lastly, a disclaimer **MUST** be sent to and signed by the author/illustrator if you are planning to videotape, audiotape or publish any part of his/her presentation.

Angela Johnson  
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