



FIERY STUDIOS, Inc.

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CONTRACT FOR PRESENTATIONS

- 1. LENGTH OF WORKSHOP:** The presentation(s) will run approximately _____ minutes each, and will have _____ session(s). I will arrive, along with any additional speakers, thirty minutes prior to the start of the presentation to ensure that everything is in order, and will be happy to stay late and answer questions or review students' portfolios.
- 2. SPEAKER'S FEE:** In the case of a solo talk, my fee is \$_____ ; if an additional speaker is requested, the fee is \$_____, plus standard mileage over fifty miles for travel expenses. Fee is payable the day of the presentation, and **the check should be made payable to Fiery Studios**. If you require a Fiery Studios invoice prior to the release of the check, please contact me and I will provide you with one.
- 3. SOCIAL SECURITY:** If your accounting department requires my social security number, it is available upon request; please email me at fierystudios@hotmail.com.
- 4. CANCELLATION POLICY:** Once the date of the workshop has been set, should the host party cancel the workshop with at least 24 hours advance warning, a cancellation fee of \$50 is payable to Fiery Studios, but if the host party elects to reschedule the workshop for a later, mutually agreed upon date, this fee will be waived. If I arrive at the host's location and the workshop cannot be held for reasons other than weather or natural disaster, the total fee outlined in Paragraph 2 is payable to Fiery Studios; in the case of weather or natural disaster, the standard \$50 cancellation fee is payable.
- 5. AUDIO/VIDEOTAPING:** You have my permission to audio or videotape my workshop and broadcast it on cable-access channels or other formats in your area, provided no fees are charged for its viewing/listening. Please obtain permission slips from the attendants individually, prior to the start of the workshop; I will sign a permission slip if you deem it necessary.
- 6. ROOM REQUIREMENTS:** My presentations can be given in a classroom, library, or any general meeting room. Please have seating prepared at least thirty minutes prior to the start of the presentation. In addition to the seating arrangement, I will need a **flipchart and markers** (preferably a newsprint flipchart, but a dry-erase board will work in a pinch, **a table at the front of the room on which to display books and other items**, and **a computer, LCD projector and screen capable of showing a Powerpoint presentation**. If a computer or projector is not available, please inform me and I will make other arrangements.

7. AGE OF ATTENDANTS: I can give my presentations to any age group from kindergarteners to adults, but in order to provide the most enjoyable and educational experience for the attendants, I ask that they be roughly the same age as one another. If it is a school or public library presentation, please specify one of the following age groups: Elementary Schoolers (K-3rd grade), Tweens (4 th-6th grade), Teens (7 th-12 th grades). If the workshop is for adults, any age over sixteen is acceptable. **Please inform me of the age range you have selected no less than one week prior to the workshop.** This allows me to prepare age-appropriate materials for your attendants. **Please be firm with parents who ask you to include a child who is obviously not within the stated age range;** it's terribly difficult to lead a workshop for a room full of teens while trying to keep the attention of one precocious six-year-old, and vice versa.

8. NUMBER OF ATTENDANTS: I can lead a presentation for a nearly unlimited number of attendants, provided that they all have adequate seating arrangements and are positioned so that they can clearly see the flipchart and screen, and hear what I have to say. Please have attendants assembled within ten minutes of the stated start time; late arrivals can be quite distracting to the other participants, and will miss vital information necessary for the remainder of the talk.

9. STAFF MEMBERS: When I arrive at the host's location, I prefer to meet with the staff member who coordinated the workshop, in order to smoothly prepare the materials and room for the presentation. If the coordinating staff member cannot be present, please arrange for another staff member to have the check, room and seating arrangements, and any specified materials (see Paragraph 6, above). I also prefer to have at least one staff member attend the workshop.

10. DATE AND TIME: Please fill out the information below, sign the contract and return one copy to me no less than two weeks before the workshop. Your signature on this contract indicates that you have read the contract and agree to its terms.

Date of Workshop: _____ **Time:** _____

Location: _____

Expected Number of Attendants: _____

Age Range of Attendants: _____

Signature of Host Party's Representative: _____

Organization: _____ **Date:** _____

SIGNATURE: _____

Jane Irwin

ORGANIZATION: Fiery Studios **Date:** _____