

LORI MITCHELL

A U T H O R / I L L U S T R A T O R

C O N T R A C T

DATE Agreement made this _____ day of _____, _____

by and between:

HOST _____
(hereinafter called the Host, whether a public or private organization)

and:

AUTHOR/ARTIST Lori Mitchell, a freelance author and illustrator (hereinafter called the Author/Artist) who resides at 10219 Caminito Pitaya, San Diego, CA 92131 relating to an Author/Artist guest appearance (hereinafter called the Visit) where-in the host desires to have the Author/Artist visit, and the Author/Artist desires to visit on the _____ day of _____, _____, according to the terms and conditions set forth herein.

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. The Author/Artist agrees to provide for the Host on the date(s) of the Visit an educational program covering all of the following checked topics;

- TOPICS
- The writing process
 - The illustrating process
 - How a book is made. From start to finish. From Author to the Bookstore Owner
 - Diversity
 - Other _____.

- AUDIENCE The audience(s) is expected to be composed of
- Elementary school students in grade(s) _____.
 - Middle school students
 - Educators
 - Parents
 - Other _____.

ITINERARY The Visit will be scheduled according to the following itinerary:

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HONORARIUM 2. The Host agrees to pay the Author/Artist an honorarium of \$ _____
The Host agrees to pay the honorarium in full on the date(s) of the Visit.

TRAVEL EXPENSES 3. The host agrees to make arrangements and pay in advance (or reimburse Author/Artist) for any reasonable travel expenses necessary for the Visit. These expenses include (but are not limited to):

- Lodging and accomodations
- Airfare
- Rental car (where applicable).

Should an overnight stay be required, the Author/Artist requests lodging in a hotel that offers room service and nearby dining.

REIMBURSEMENTS 4. The Host agrees to reimburse the Author/Artist for all reasonable expenses resulting from the visit. These expenses include (but are not limited to):

- Meal
- Fares, tolls, parking fees, etc.
- Mileage (\$0.30 per mile) if Author Artist uses her own transportation.

The Host agrees to reimburse the Author/Artist within thirty (30) days after receiving all receipts and billable expenses from the Author/Artist resulting from the Visit.

CANCELLATION 5. If the Host should cancel the Visit for any reason other than fire, weather conditions, or natural disaster, the Host agrees to pay a cancelation fee of fifty percent (50%) of the full honorarium stated in this agreement, and reimburse the Author/Artist one hundred percent (100%) for any non-refundable reasonable travel expenses or arrangements paid in advance by the Author/Artist in preparation for the Visit.

If the Author/Artist should cancel the Visit for any reason other than flight delays, illness, death in immediate family, weather conditions, or natural disaster, the Author/Artist agrees to grant the Host a fifty percent (50%) discount of the full honorarium stated in this agreement (if the Host desires to reschedule the visit), and reimburse the Host one hundred percent (100%) for any non-refundable reasonable travel expenses or arrangements paid by the Host in preparation for the Visit.

In the event that either party should cancel the Visit due to weather conditions, natural disaster, death, or hospitalization of Author/Artist, or for any of the reasons specified above in clause 5, this agreement will be terminated. All out-of-pocket costs, deposits, reimbursements or fees, whether refundable or not, shall be the responsibility of the designated party respective of this agreement.

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ACCEPTANCE 6. The signature of both parties shall evidence the acceptance of the terms of this agreement.

VIDEO/AUDIO 7. The Author/Artist requests no video or audio recordings of the Visit, with the exception of book signing sessions. Photographs are welcome at any time during the Visit.

AUTHORIZED
SIGNATURES

(Host Organization or Institution)

(Author Signature)

(Author/Artist)