

WISCONSIN FELLOWSHIP OF POETS SPEAKERS CONTRACT

This contract made and entered into between _____ (contractor) and the Wisconsin Fellowship of Poets (hereinafter referred to as WFOP).

I. TERM of the contract shall begin on the date on which it is signed by both parties and end at the conclusion of the program for which the speaker is engaged.

II. PROGRAM DETAILS. In consideration of payment set out below by WFOP, contractor agrees to provide and perform at the following named or described program:

a. Program title: _____

b. Program date and time: _____

i. Length of presentation:

ii. Will speaker autograph his/her works if arrangements are made? Yes ___ No ___

c. Program location: _____

d. Program sponsor(s): WFOP

e. Contact person for sponsor(s):

Name: _____

Address: _____

Phone: C: _____

III. HONORARIUM/FEE. In consideration of services provided by contractor, as set out above, WFOP agrees to pay a fee of \$_____ to the contractor or his/her designated agent no later than fifteen (15) days following the presentation of the program.

WFOP will also purchase 10 copies of a book by the presenter for distribution to membership on the day of the presentation.

• In the event of cancellation by the contractor, WFOP will not be liable for costs associated with returned airline tickets or other expenses.

• WFOP will pay the cost associated with the return of the speaker's airline ticket in the event of cancellation by WFOP within 30 days of the conference.

IV. TRANSPORTATION REIMBURSEMENT. WFOP will offer to reimburse transportation expenses as follows:

A. Airfare—coach or economy fare

i. Transportation from airport to site of presentation courtesy of WFOP

B. Ground transportation by commercial carrier

i. train

ii. bus

C. Personal automobile

i. 32 cents per mile, based on trip mileage.

V. ACCOMMODATIONS. WFOP will offer to provide accommodations as follows:

- A. A hotel room in the hotel of WFOP's choosing, including applicable room taxes and local telephone calls, for (up to) 3 nights.
 - i. Not to include long distance calls, alcoholic beverages, personal care such as laundry or hair styling, etc.

VI. MEALS. WFOP will offer to provide or reimburse for meals in one of the following ways:

- A. WFOP will provide a ticket to the official lunch and/or dinner function(s) at which the speaker will be in attendance and will also allow \$10 for breakfast at the speaker's option (including taxes and gratuities).
- B. In the event the speaker is unable to utilize a ticket to an official meal function, a per diem rate for any meal of the speaker's choice may be paid, at the following rates:

Breakfast—\$10 Lunch—\$12 Dinner—\$18

- C. If the speaker will be in attendance for a full day or more, a flat \$40 per diem for meals (to include all taxes and gratuities) may be chosen by the speaker.
- D. Meal expenses other than those specifically listed in this contract are not reimbursable.

VII. INTERACTION WITH THE LOCAL MEDIA

- A. Will speaker do press conference? Yes? _____ No? _____
- B. Will speaker appear on local radio/television programs? Yes? _____ No? _____

VIII. DISCLAIMER. Any expenses incurred by the speaker and not specifically covered in this contract are not reimbursable.

This contract becomes valid when signed by both parties and returned to:

Wisconsin Fellowship of Poets
Jan Chronister, President
3931 South County Road O
Maple, WI 54854
janchronister@yahoo.com

Contractor: _____

Contractor's address: _____

City _____ State _____ Zip _____

Phone: H: _____ C: _____

(SSN# necessary if honorarium or fee is paid) _____ --- _____ --- _____

WFOP PRESIDENT (signature)

Date

SPEAKER (signature)

Date