



## Wisconsin Fellowship of Poets Speaker's Contract

This contract is being 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 contractor 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(s) and time (s) \_\_\_\_\_

i. length of presentation(s) \_\_\_\_\_

ii. will contractor autograph her/his works if arrangements are made? Yes \_\_\_ No \_\_\_

c. Program location: \_\_\_\_\_

d. Program sponsor: WFOP

e. Contact person for sponsor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (c) \_\_\_\_\_

Email: \_\_\_\_\_

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 her/his designated agent no later than fifteen (15) days following the presentation of the program.

-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 contractor's airline ticket in the event of cancellation by WFOP within thirty (30) days of the contracted event(s).

IV. TRANSPORTATION REIMBURSEMENT. WFOP will offer to reimburse transportation expenses as follows (only one is to be chosen-please circle appropriate letter)

A. Airfare-coach or economy fare (contractor needs to make own reservations and purchase tickets with reasonable attention given to negotiating economical prices. Upon presentation of evidence of payment, WFOP will reimburse contractor.)

i. WFOP will reimburse contractor for cost of transportation from airport to site of presentation (bus, subway, taxi only-not rental car) upon presentation of evidence of payment OR provide pick-up and return transportation to airport in personal car by WFOP personnel.

B. Ground transportation by commercial carrier-(train, bus, subway, or other)

i. WFOP will reimburse contractor for cost of transportation from station to site of presentation (taxi only-not rental car) upon presentation of evidence of payment OR provide pick-up and return transportation to station in personal car by WFOP personnel.

C. Personal automobile (limited to 1000 miles round trip)

i. WFOP will reimburse contractor at 32 cents per mile upon presentation of evidence of trip mileage (map quest printout or other similar documentation is sufficient)

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

A. A hotel room in the hotel of WFOP's choosing, including applicable room taxes, for up to three nights.

i. not included are long distance phone calls, alcoholic beverages, personal care

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 contractor will be in attendance and will also allow \$10 for breakfast on the day of contractor's presentation(s) (including taxes and gratuities).

B. In the event that the contractor is unable to utilize a ticket to an official meal function (or meal is designated as "on your own") a per diem rate may be paid at the following rates:

Breakfast- \$10

Lunch-\$12

Dinner- \$18

C. Meal expenses other than those specifically listed in this contract are not reimbursable. Contractor is responsible for any meal or food/drink items purchased during trip or at hotel before or after program dates and times specified by this contract.

VII. INTERACTION WITH LOCAL MEDIA

A. Will contractor do press conference? Yes \_\_\_\_\_ No \_\_\_\_\_

B. Will contractor appear on local radio/television program(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

VIII. DISCLAIMER. Any expenses incurred by the contractor and not specifically covered in this contract are not reimbursable or the responsibility of WFOP.

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/Speaker \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (h) \_\_\_\_\_ (c) \_\_\_\_\_

(SSN-necessary is honorarium or fee is paid) \_\_\_\_\_

\_\_\_\_\_  
WFOP PRESIDENT (signature) Date

\_\_\_\_\_  
CONTRACTOR (signature)

\_\_\_\_\_  
Date