

## CONTRACT FOR APPEARANCE

The following is a contract for appearance between Chad Hymas Communications, Inc. and the following:

Company: \_\_\_\_\_

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Home or Cell Phone: \_\_\_\_\_

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

The appearance will be done as follows:

Event title: \_\_\_\_\_

Date: \_\_\_\_\_

Address of location: \_\_\_\_\_

\_\_\_\_\_

Time of presentation: \_\_\_\_\_

Length: \_\_\_\_\_

Size of Audience: \_\_\_\_\_

Necessary A/V Equipment:

Large screen with LCD Projector

DVD Player

A wireless, hands-free microphone

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Meeting Objective

Please give a brief description of your meeting objective of theme:\_\_\_\_\_

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Chosen topic of speech title:\_\_\_\_\_

Chad Hymas will tailor his message to your group, regardless of the speech chosen. However, it will be necessary for the client to send to Chad Hymas Communications, copies of any reports and brochures explaining services offered or preformed by the client. It will also be helpful to receive a copy of the official program for the Event.

The Production

Prior to the date of your event, we request that you send to our office brochures, photographs, video clips of your working environment, pictures of staff and management, etc. Chad Hymas Communications will produce and make available copies of this clip to be given to your people, at your request. All materials must be received 3 weeks prior to the date of the presentation and will be returned the day of the event. If contact will be different for collecting information for the production, please list name and contact phone number.\_\_\_\_

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Accessibility Needs

A stage is preferred so that the audience may have a clear view. A ramp is also helpful if available (Or two strong men!!).

## Financial Agreement

The agreed upon fee will be \_\_\_\_\_ plus travel expenses which include: all airfare, hotel, gratuities, per diem, parking, taxes, meals, ground transportation, tolls, etc. A 50% will be required to hold your date and the remaining 50% will be due the date of the event. Travel Expenses will be billed within 15 days following the event. The hotel reservation will be made by the client. Where possible, an accessible hotel room would be preferred. The hotel may confirm reservations directly with our office at the above address and phone number.

Please make checks payable to Chad Hymas Communications, Inc.

\*\*If you are interested in video recording or taping of the presentation, a separate agreement must be completed.

Acceptance of Agreement:

Chad Hymas Communications, Inc.

\_\_\_\_\_

Dated \_\_\_\_\_

\*\*Please sign and return one copy and retain a copy for your records

(Company)

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Dated: \_\_\_\_\_