

Cynthia A. McKinney

APPEARANCE & SCHEDULING AGREEMENT BETWEEN:

Cynthia A. McKinney
 765 Shorter Terrace NW
 Atlanta, GA 30318
 Email contacts: hq2600@gmail.com, djosue@yahoo.com

AND CLIENT

Company: _____
 Address: _____
 Address: _____
 City: _____
 State: _____
 Zip: _____
 Contact (First and Last): _____
 Contact Title: _____
 Phone: _____
 Mobile: _____
 Email: _____

PRESENTATION SPECIFICS

Event Date _____ :
 Address: _____
 Address: _____
 Time: _____
 Length: _____
 Audience Size: _____
 Audience Demographic: _____

MEETING OBJECTIVE AND TITLE

Meeting "Theme" or objective: _____

Agreed-upon title or subject: _____

It is the intent of the speaker to tailor the message to your audience. It is therefore requested that client send copies of any brochures, reports, etc. explaining types of products and services offered by client, as well as copies of the official program, promotion mailings, etc. pertinent to this engagement.

Please guarantee hotel reservations for: **Cynthia A. McKinney**

It is requested that quality accommodations be made in **Cynthia A. McKinney's** name for up to two traveling staff if any, and that the hotel paid confirmation for all is sent directly to: hq2600@gmail.com, djosue@yahoo.com Number of traveling staff _____

It is requested that paid confirmation for transportation between the airport, hotel, and event location for **Cynthia A. McKinney** and traveling staff if any is sent directly to hq2600@gmail.com, djosue@yahoo.com

FINANCIAL SPECIFICS

The balance of the agreed-upon honorarium of _____ (fee), less deposits already paid, is due the day of the event in addition to expenses for travel, and accommodations. Because a confirmation removes the speaker from the marketplace for the date(s) agreed upon, confirmation deposit of 50% non refundable deposit (fifty percent non refundable deposit) to hold date (confirm date) is due effective upon receipt of the client's signed agreement at least 30 days before the event date.

Balance of Honorarium is due and payable on or before the day of the event.

Make checks payable to **Cynthia A. McKinney**

If Speaker cancels, Speaker shall immediately refund to client the entire deposit.

AUDIO OR VIDEO TAPING REQUIRES A SEPARATE AGREEMENT. LICENSING AGREEMENT AND RECORDING FEES AVAILABLE ON REQUEST.

ACCEPTED AND APPROVED - Must be executed and returned before date(s) are confirmed. Accepted and Approved may be done via email or by telephone.

Client/Company Name _____

by _____
Contracting Officer for Client

Dated _____

Sign and return one copy to speaker- Retain copy for your files.

Speaker's copy must be sent by facsimile to _____ or overnight mail to:

