Personal Appearance Contract

_____________________, referred to as TALENT, and ___________________, referred to as SPONSOR, agree:

TALENT shall appear on ____________________ from _________ to _________ at a __________________________________________ for SPONSOR.

TALENT shall provide the following equipment:
____________________________________________

At least two working days prior to the appearance the SPONSOR shall insure that adequate support facilities are provided for the equipment as follows:
______________________________________________

SPONSOR shall complete and return to TALENT the attached “Remote Checklist form” two business days prior to the scheduled event.

SPONSOR is responsible to provide the agreed upon support facilities or personnel. In the event that the support facilities agreed upon are not provided, the TALENT may cancel or abridge the appearance; however, the full agreed upon fee shall be paid.

SPONSOR shall provide the following equipment and support:
________________________________________

SPONSOR shall at least two working days prior to the appearance verify that all equipment and personnel support stated are prepared and shall submit a “Remote Checklist form” two business days prior to the scheduled event.

SPONSOR is responsible to provide the agreed upon equipment. In the event that the agreed upon equipment and support are not provided, the TALENT may cancel or abridge the appearance; however, the full agreed upon fee shall be paid.

The SPONSOR shall pay to talent a total fee of $ _____ (______________ & __/100 dollars) for the appearance. This fee shall be due, in full, unless the event is canceled a minimum of __________ hours prior to its scheduled start. The appearance may be extended provided that the TALENT agrees. An additional fee of $ _______ (_______________ & __/100 dollars) per half-hour shall be due. The TALENT may condition the extension of the appearance on prepayment.

Food and beverage shall be complimentary to TALENT during the event.

The SPONSOR shall be entitled to use the name and image of the TALENT in connection with the appearance.

This is the entire agreement between the parties, and there are no other agreements. This contract may only be modified in writing.

Dated: ______________________________________
____________________________________________________
____________________________________________________

Sponsor

____________________________________________________
____________________________________________________

Talent
This review list is provided to inform about this document in question and assist you in its preparation. This Agreement spells out the details for personal appearances at any event you may have. This ranges from community to business events, large scale ones to much smaller ones. Having a signed agreement in hand saves lots of hand wringing by all parties.

1. Make multiple copies. Keep a file of them if you are paying for the appearance. Often this kind of signed agreement can be shown to prospective people to demonstrate conclusively that this is the “normal” way you do it. In other words, you can use a copy as a sales tool.

2. If you are the talent, this agreement does the same thing but from the other point of view. It confirms the key details about expectations: price, time, and terms. You, too, can forward formerly signed copies to prospective clients to show this is the “normal” way to do it.