

PERSONAL APPEARANCE/SERVICES AGREEMENT & INVOICE

This agreement is between the _____ (Purchaser) and
Jessica Pettitt (Presenter) made on this the _____ (date
of execution).

PRESENTATION SPECIFICS

The presentation date(s) is/are: _____.

The presentation time(s) is/are: _____.

Length of presentation(s): _____.

Title of presentation(s): _____.

Day/Date	Timeframe	# of expected participants	Program Title & Expected Outcomes

REMUNERATION AND LOGISTICS (as applicable)

Lodging:

Arrangements/payment for lodging will be handled by the Purchaser and paid by the Purchaser.

Meals:

Arrangements/payment for meals will be handled by the Purchaser.

Transportation:

Arrangements/payment for airfare will be handled by the Purchaser and paid by the Purchaser.

Arrangements/payment for airport transfers/parking will be handled by the Presenter and reimbursed by the Purchaser.

Arrangements/payment for a rental car will be paid by the Presenter and reimbursed by the Purchaser.

Purchaser agrees to pay \$_____ (speaking fee) plus airfare, lodging, meals, and ground transportation, gas, and/or parking.

PAYMENT OF SPEAKING FEE IS DUE TO THE PRESENTER IMMEDIATELY UPON COMPLETION OF THE PRESENTATION.

Presenter is hereby notifying Purchaser needs to issue an Internal Revenue Service Form 1099 form the information on this Personal Appearance/Service Agreement contract.

AUDIO/VISUAL NEEDS

The following audio/visual equipment is needed by the Presenter:

- | | | |
|--|---|--|
| <input type="checkbox"/> TV/VCR | <input type="checkbox"/> Overhead Projector | <input checked="" type="checkbox"/> Flip Chart/Markers |
| <input checked="" type="checkbox"/> Room w/movable seating | <input type="checkbox"/> Podium/Microphone | <input checked="" type="checkbox"/> Pens/Pencils (for all) |
| | <input type="checkbox"/> LCD projector | <input checked="" type="checkbox"/> Photocopies of Materials |

CANCELATION

The Presenter agrees to neither consume nor possess alcohol or any illegal substance at the place of presentation. Any violation of the terms of this section will result in forfeiture of payment of said presentation.

Appropriate language, attire, demeanor and behavior of the Presenter will be commensurate with state laws governing the normal utilization of state and public property. The Purchaser has the authority to cancel the presentation or any portion thereof if the Presenter fails to comply with the terms of this section after being issued one warning. In the event that a presentation, or any portion thereof, is canceled under the provision of this section, the Purchaser may reserve the right to withhold partial or total payment at its discretion. The Purchaser also reserves the right to withhold total payment if the Presenter arrives incapable of presenting on a professional level.

In the event the appearance or agreement is cancelled by the Purchaser, the Purchaser will be responsible for 100% of the costs incurred by the Presenter, plus 50% of the agreed upon speaking fee. If cancelled by the Presenter, she will be responsible for 100% of her costs and will work extensively with the Purchaser to reschedule a date to the satisfaction of the Purchaser. In case of an Act of G*d (i.e., inclement weather, etc.) a mutual resolution will be agreed upon by both parties.

Presenter agrees to assume responsibility for either injury and/or property damage, which result from the presentation of Presenter. Presenter holds the Purchaser harmless from such injury or property damage.

Both Purchaser and Presenter agree to be bound by applicable state and federal rules governing Equal Employment Opportunity and Non Discrimination.

If satisfied with Presenters work, please send a letter of reference to Presenter within a week of this contract for marketing purposes as well as for record keeping for the National Speaker's Association membership.

FOR THE PURCHASER

<i>Name:</i>	
<hr/>	
<i>Institutional Contact Information, Address, Email, etc:</i>	
<hr/>	
<hr/>	
phone: () ___-_____	fax: () ___-_____
<hr/>	<hr/>
<i>Purchaser's Signature</i>	<i>Date</i>

FOR THE PRESENTER

<i>Jessica Pettitt, I am... Social Justice & Diversity</i>	
<i>966 Lloyd Street, Eureka, CA 95503</i>	
<i>(917) 543-0966 cell EIN: 20-4914700</i>	
<i>www.jessicapettitt.com</i>	<i>contactme@jessicapettitt.com</i>
<hr/>	<hr/>
<i>Presenter's Signature</i>	<i>Date</i>