



Simple Agreement

DATE –

I (OR WE) –

ENGAGE THE SERVICES OF – **Joyce Rice - Action Speaker**

FOR THE DAY OR DATES OF –

TO APPEAR AT –

NUMBER OF PRESENTATIONS –

TIMES –

PAYMENT TO BE MADE – _____ (50% on signing and 50% on completion) plus travel

ADDITIONAL INSTRUCTIONS: (WHEN READ PLEASE INITIAL HERE _____)

___ Professional lighting and an XLR input-compatible sound system with a sound check a minimum of one hour before the presentation. Joyce supplies her Shure Wireless Systems receiver and headset.

___ Presentation space 18' wide x 8' deep with 12' overhead clearance. If smaller, tell Joyce in advance so she can adjust.

___ Seating close to presentation area with chevron theater style being ideal.

___ An emcee or person serving as host/hostess to read introduction provided by Joyce.

___ One single room provided preceding night and all nights of event.

___ **Please list below “additional insureds”** to be named on the certificate of liability insurance.

PRESENTER _____ DATE _____

BUYER _____ DATE _____

PLEASE SIGN AND RETURN 1 COPY TO: Joyce@JoyceRice.com

THANK YOU!

Phone: (702) 735-8868

JoyceRice.com

Joyce@JoyceRice.com