

Children's Book Author & Illustrator  
**MATT FAULKNER**

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**ENGAGEMENT AGREEMENT**

This contract acknowledges that the undersigned agrees to the terms and conditions specified below concerning a school visit by Matt Faulkner:

school name school address

school telephone number school fax number

school contact person home telephone & work number

Date(s) of Engagement:	Number of Presentations:	Honorarium Total:
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Conditions:

1. The honorarium is due at the end of the last session on the day of the engagement.
2. The school or organization will pay for expenses connected with the engagement. (This includes travel, hotel, food and car rental and airline baggage fees). I charge **50¢ per mile** when I drive my own car to the event. I submit invoices for these travel expenses after the event which the organization will reimburse within thirty (30) days of receipt.
3. Please make check payable to: **Matt Faulkner**.
4. Cancellation Policy: If the engagement is canceled by the school or organization due to weather, school closure, or emergency circumstances, the party agrees to reschedule the visit within 9 months of the original engagement, contingent upon my availability. The school or organization agrees to pay 75% of the cost of any non-refundable travel arrangements that may have been incurred.  
If the visit is canceled by the school or organization due to non-critical issues, the party agrees to pay 50% of honorarium and all non-refundable travel expenses by the date of the originally scheduled engagement. If the school or organization agree to reschedule the visit, the balance of the honorarium will be paid at the end of the last session on the day of the rescheduled engagement. If I cancel an engagement due to illness, emergency or unforeseen circumstances, I agree to reschedule the engagement within 9 months of the original date. In this instance, I will incur any non-refundable travel expenses.
5. Preparation for the Engagement: The school or organization will provide a flip chart type easel and a large pad (approx. 18' x 24') of white, unlined paper, a powerpoint projector (supports Macintosh), **a room dark enough for projection and a microphone and with a sound system**. The school or organization will send me a letter confirming our engagement and clear directions to the school or organization from where ever I might be lodged the night prior to the engagement.

Signature of school contact person Date Matt Faulkner Date