

Sample Contract

Below you can peruse the typical structure and terms of a contract for a Nancy Rue event. All contracts are tailored to the needs of each individual event, and must be returned two weeks prior to any event.

Sample Writing Event Contract

Nancy Rue is pleased to contract with (your organization) for an event to be held on (date). Nancy's presentations will include:

- 30 minute keynote
- 45 minute workshop
- 45 minute workshop
- 45 minute workshop
- 30 minute informal meeting with teachers
- Book signing for all students, parents and teachers

Nancy will provide handouts for each student, at no expense to the school.

Nancy will be provided with 30 minutes to rest at lunch, as well as 5-10 minutes between workshops to rest. A small space inaccessible to students and near the event space will be provided for this purpose.

The agreed upon fee for this event is (amount), plus mileage, at the rate of \$0.45 per mile. (Your organization) is responsible for making this payment to Nancy N. Rue on (event date). Lodging for Nancy is being provided by (your organization/other arrangements), and Nancy will provide for her own food needs.

Books for sale and signing will be procured by (arrangements per your organization) at their discretion. Assistance for doing so, including locating a seller and suggesting titles, will be provided by Nancy Rue or assistant. Book sale will be organized and staffed by (your organization) staff or volunteers, at their discretion.

Nancy's equipment requests for the event include:

1. 1 microphone for the keynote assembly as well as for any workshop with more than 50 participants
2. 1 podium or music stand and 1 high stool for workshops
3. each student having pen or pencil and paper at writing workshops

Nancy appreciates this opportunity to work (and play!) with your students. The signature of a school official (or appropriate designee) from the venue will secure

all of the above. Please return the signed copy of this contract at least two weeks prior to the event.

Sample Girlz Only Dayz Contract

Nancy Rue is pleased to contract with (your organization) for tween girls and their mothers on (date). The event will be set up as follows:

- 30 minute Keynote
- 120 minutes workshop
- 60 minute lunch break
- 120 minute workshop
- Book signing after last workshop

Nancy's set-up for workshop will begin at (time).

The keynote will begin at (time).

Nancy will provide nametags, hand-outs, paper and pencils, as well as other supplies needed for the workshops.

Nancy will provide electronic copies of her ministry logo and publicity photo for advertising purposes.

The agreed upon fee for the event is (amount). There is no charge for attending moms. Minimum participation for this event is 30 girls. If the minimum registration is not met by (date), the event may be cancelled or rescheduled, unless the minimum workshop price (amount) can still be paid.

Nancy's additional requests for this event include:

- 1 microphone if the participation of the workshop exceeds 50; lapel or wireless handheld is preferred, although a long cord is also fine.
- 1 podiums or music stands
- 1 high stools
- payment for event on site on (event date)
- enough tables and chairs to allow each girl to have the amount of space required to eat a meal, plus a chair for each mom. A diagram for set up will be provided prior to the event.
- 1 dry erase board
- If a book sale is to be held on site, books must be ordered by party contracting with Nancy and the sale will be managed by site volunteers or staff. Nancy can provide coverings and décor for book tables; the site will need to provide at least 2 six-foot tables for an on-site book sale.
- A small private space must be provided for Nancy to rest for part of the lunch hour.

- In addition, (your organization) agrees to:
 - Handle all registrations
 - Provide food for lunch, or notify attendees to bring their own lunches.

Nancy appreciates this opportunity to work (and play!) with your girls and their moms. The signature of the appropriate official will secure all of the above.