



# SPEAKER CONTRACT LOUISIANA LIBRARY ASSOCIATION

This contract made and entered into between \_\_\_\_\_  
(contractor) and the Louisiana Library Association (hereinafter referred to as LLA).

I. **TERM** of this contract shall begin on the date on which it is signed by both parties and end at the conclusion of the program for which the speaker is engaged.

II. **PROGRAM DETAILS:** Contractor agrees to provide and perform the following named or described program:

A. Program title: \_\_\_\_\_

B. Program date and time: \_\_\_\_\_

C. Length of presentation: \_\_\_\_\_

D. Will speaker autograph his/her works if arrangements are made?  YES  NO

E. Program location: \_\_\_\_\_

F. Program sponsor(s): \_\_\_\_\_

G. Contact Person for Sponsor(s):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Telephone/Email: \_\_\_\_\_

Work

Home

Email

III. **CONTRACTOR INFORMATION:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City

State

Zip

Telephone/Email \_\_\_\_\_

Work

Home

Email

Social Security Number or Tax ID Number: (required if honorarium or fee is paid) \_\_\_\_\_

IV. **HONORARIUM/FEE:**  **Applicable**  **Not Applicable**

In consideration of payment set out below by LLA, for services described above, LLA agrees to pay a fee of \$ \_\_\_\_\_ to the contractor or his/her designated agent no later than fifteen (15) days following the presentation of the program.

V. **TRANSPORTATION REIMBURSEMENT:**

LLA will offer to reimburse transportation expenses as follows:

A. Airfare - coach or economy fare  **Applicable**  **Not Applicable**

i. Transportation from airport to site of presentation courtesy of LLA.

B. Ground Transportation by commercial carrier  **Applicable**  **Not Applicable**

i. Train

ii. Bus

C. Personal automobile  **Applicable**  **Not Applicable**

i. Mileage will be reimbursed at the current IRS mileage rate at the time of the event, based on map mileage.

VI. **ACCOMMODATIONS:**  **Applicable**  **Not Applicable**

LLA will offer to provide accommodations as follows:

A. A hotel room in the hotel of LLA's choosing, including applicable room taxes and local telephone calls, for (up to) 3 nights. \_\_\_\_\_ Number of nights approved.

i. **Not** to include long distance telephone calls, alcoholic beverages, personal care such as laundry or hair styling, etc.

