



SPEAKER CONTRACT LOUISIANA LIBRARY ASSOCIATION

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

INSTRUCTIONS: FILL OUT SECTION II, III AND IX FOR ALL SPEAKERS; FOR PAID SPEAKERS FILL OUT ALL SECTIONS; SPEAKER SIGNATURE REQUIRED ON ALL CONTRACTS.

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: (required if honorarium or fee is paid) _____ - _____ - _____

IV. HONORARIUM/FEE. 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

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

B. Ground Transportation by commercial carrier

i. Train

ii. Bus

C. Personal automobile

i. 52 cents per mile, based on map mileage.

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

VII. MEALS. LLA will offer to provide or reimburse for meals in one of the following ways:

- A. LLA will provide a ticket to the official lunch and/or dinner function(s) at which the speaker will be in attendance and will also allow \$10.00 for breakfast at the speaker's option (including all taxes and gratuities).
B. In the event the speaker is unable to utilize a ticket to an official meal function, a per diem rate for any meal of the speaker's choice may be paid, at the following rates:
Breakfast - \$10.00
Lunch - \$12.00
Dinner - \$18.00
C. If speaker will be in attendance for a full day or more, a flat \$40.00 per diem for meals (to include all taxes and gratuities) may be chosen by the speaker.
D. Meal expenses other than those specifically listed in this contract are not reimbursable.

VIII. INTERACTION WITH LOCAL MEDIA.

- A. Will speaker do press conference? ☐ YES ☐ NO
B. Will speaker appear on local radio or television programs? ☐ YES ☐ NO

VIII. DISCLAIMER. Any expenses incurred by the speaker and not specifically covered in this contract are not reimbursable.

IX. Speaker sponsor(s): Indicate section, interest group or other LLA Unit to which honorarium and expenses are to be charged:

Unit Name(s): _____
Approved (Must be signed by unit chair/coordinator) _____

This contract becomes valid when signed by both parties, as indicated below, and returned to:

Louisiana Library Association
Attn: LLA President
8550 United Plaza Blvd. Ste 1001
Baton Rouge, LA 70809
(225) 922-4642
(877) 550-7890 toll free
(225) 408-4422 fax

Approved:

LLA President (signature) Speaker (signature)

Date Date

FOR OFFICE USE ONLY

Date Contract Received _____ Date Speaker Paid _____

Check NO. _____ Amount _____