

SPEAKER CONTRACT LOUISIANA LIBRARY ASSOCIATION

(contractor) and the Louisiana Library		erred to as LLA).	
I. TERM of this contract shall begin on the the conclusion of the program for which th		both parties and end at	
II. PROGRAM DETAILS: Contractor agree A. Program title: B. Program date and time: C. Length of presentation: D. Will speaker autograph his/her works if i. Speaker to participate in book signing E. Program location: F. Program sponsor(s): G. Contact Person for Sponsor(s):	arrangements are made?	□YES □ NO	
Name:			
Address:Street	City	State	Zip
Telephone/Email:			
Telephone/Email: Work III. CONTRACTOR INFORMATION:	Home	Email	
Name			
AddressStreet			
Street	City	State	Zip
Telephone/EmailWork			
VVOIK	Home		Email
Social Security Number or Tax ID Number	: (required if honorarium or fe	ee is paid)	
IV. HONORARIUM/FEE: Applicable In consideration of payment set out below to the contractor or his/her designated age	by LLA, for services describe	ed above, LLA agrees to pay a fee ays following the presentation of th	of \$ e program.
V. TRANSPORTATION REIMBURSEMEI LLA will offer to reimburse transportation e			
A. Airfare - coach or economy fare App i. Transportation from airport to s	licable ☐ Not Applicable site of presentation courtesy o	e of LLA.	
B. Ground Transportation by commercial of i. Train ii. Bus	carrier	Not Applicable	
C. Personal automobile ☐ Applicable ☐ i. Mileage will be reimbursed at t amount of \$1,000.00.		at the time of the event, based on n	nap mileage up to a maximum
VI. ACCOMMODATIONS: ☐ Applicable LLA will offer to provide accommodations			
A. A hotel room in the hotel of LLA's choose for (up to) 3 nights Number of night. Not to include long distance.	ghts approved.	m taxes and local telephone calls, c beverages, personal care such a	s laundry or hair styling, etc.
B. Payment for out-of-pocket expenses in	the amount of \$	will be provided in addition to the honorarium/fee.	

VII. MEALS: Applicable Not Applicable LA will offer to provide or reimburse for meals in one of the following ways: A. LLA will provide a ticket to the official funch and/or dinner function(s) at which the contractor will be in attendance and will also allow \$15.00 for breakfast at the contractor's option (including all taxes and gratuities). B. In the event the contractor is unable to utilize a dicket to an official meal function, a per diem rate for any meal of the contractor's choice may be paid, at the following rales: Breakfast 15.00 C. If contractor will be in attendance for a full day or more, a flat \$65.00 per diem for meals (to include all taxes and gratuities) may be chosen by the speaker. Dinner - \$35.00 C. If contractor will be in attendance for a full day or more, a flat \$65.00 per diem for meals (to include all taxes and gratuities) may be chosen by the speaker. J. Will contractor do press conference? TYES NO IX. DISCLAIMER: Any expenses other than those specifically listed in this contract are not reimbursable. X. CONTRACTOR SPONSOR(s): Indicate section, interest group or other LLA Unit to which honorarium and expenses are to be charged: Section/Unit Name(s): Approved (Must be signed by unit chair/coordinator): XI. COMPENSATION ARRANGEMENTS: Paragraphs marked as "Not Applicable" are left blank and do not apply to this agreement. XII. CANCELLATION: This agreement will bind both the LLA and the contractor and should only be cancelled by mutual agreement. This contract becomes valid when signed by the Section Chair (if applicable), Speaker and LLA President and returned to: Louislana Library Association Atth: LLA President 130 Mearance Station Road, Suite 207 Ballwin, MO 63021-8902 (972) 851-8900 (6736) 529-1396 fax Ita@amigos.org Approved: Contract Received	
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A. Will contractor do press conference? YES NO B. Will contractor appear on local radio or television programs? YES NO IX. DISCLAIMER: Any expenses incurred by the contractor and not specifically covered in this contract are not reimbursable. X. CONTRACTOR SPONSOR(s): Indicate section, interest group or other LLA Unit to which honorarium and expenses are to be charged: Section/Unit Name(s):	\$15.00 for breakfast at the contractor's option (including all taxes and gratuities). B. In the event the contractor is unable to utilize a ticket to an official meal function, a per diem rate for any meal of the contractor's choice may be paid, at the following rates: Breakfast - \$15.00 Lunch - \$15.00 Dinner - \$35.00 C. If contractor will be in attendance for a full day or more, a flat \$65.00 per diem for meals (to include all taxes and gratuities) may be chosen by the speaker.
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