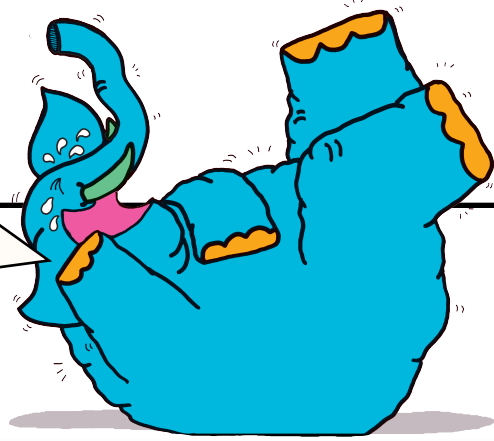


CONFIRMATION LETTER

Katie Davis
PO Box 551
Bedford Hills, NY 10507
katiedavis@katiedavis.com
914-588-2992



NOTE: EMAIL/MAIL/FAX/CARRIER PIGEON THIS AGREEMENT TO KATIE AS SOON AS POSSIBLE IN ORDER TO GUARANTEE YOUR BOOKING!

Today's Date _____

This letter is to confirm Katie's visit to _____ on _____ date/s.

The \$1,900 honorarium/day including **ALL** travel expenses is for (check one):

- One 60-minute assembly **plus** one additional 2-hour presentation & booksigning
- Three 1-hour sessions & booksigning
- Two 90-minute workshops & booksigning
- Four 30-ish minute presentations to kindergarten **only**

This confirmation **must be** received at least **four weeks** prior to the visit. By signing this letter, the school agrees to:

- 👤 Email directions to the school from Katie's home/hotel at least two weeks in advance.
- 👤 Email Katie the visit schedule with grade levels at least two weeks in advance.
- 👤 Provide a room that can be darkened, a screen, electricity, mic, 2 ext.cords, & overhead projector.
- 👤 Order the books in time (if you have **any** trouble, call Katie instantly!)
- 👤 Pay a deposit of one third of the total upon confirmation, and the rest on the **day** of the visit.
- 👤 Give up the deposit if the school cancels the visit and doesn't reschedule.
- 👤 Reschedule a canceled visit for the next year. Any deposit will be applied toward that visit. If weather or illness causes the cancellation, the visit will be rescheduled as soon as it is most convenient for both parties.
- 👤 Give each child a name tag with name written in large black marker - this is important!
- 👤 Get permission from Katie in writing if videotaping or recording the presentation in any way.

Please sign, date, and email to Katie at katiedavis@katiedavis.com. Hard copies can be snail mailed with the deposit to the address above or faxed to 914-244-8777.

Contact _____

Address _____

Tel, cell, email _____

School phone _____

Signature of Principal _____

Thank you, it's going to be awesome!

**Rates are subject to change without notice until contract (and deposit) is signed, sealed and delivered.*