



Discover Writing Professional Development

www.discoverwriting.com

Reg 10078  
SBJ

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### Contract for Professional Development Workshop or Keynote with Barry Lane

*(Please sign and return by fax to 802-897-2084)*

Dates: Friday, October 2, 2009

Organization & Location: S. Bryan Jennings Elementary School  
215 Corona Dr.  
Orange Park, FL

Scheduled Hours of Presentation: 7:30 AM – 3:30 PM

Title: Writer's Toolbox (working title)

#### REQUIREMENTS AND STIPULATIONS:

- ☒ Materials required by Mr. Lane are: LCD projector, large screen, 2 microphones with beanpole stands, two 15 foot extension cords, full use of PA system for the presentation space, a table for materials. *If any of this equipment is not available, please alert us via phone or email.*
- ☒ Presentational sessions are limited to 100 teachers or students at a time. For larger sessions, a \$500 surcharge will be applied for each increment of 100 attendees, or part thereof. \*
- ☒ No videotaping is permitted.
- ☒ Any fees paid by teachers to school or district to attend this in-service or address must not exceed DWC WORKSHOP fees. Please call for rates.

**Cancellation Policy:** In case of a host organization cancellation due to extenuating circumstances, including but not limited to adverse weather, travel expenses incurred by Discover Writing Company (DWC) must be reimbursed. No honorarium will be charged. Every attempt will be made to reschedule at the organization's convenience. If the DWC presenter is unable to fulfill this contract due to extenuating circumstances including but not limited to adverse weather conditions, illness, transportation delays or cancellations, or other, the host organization will not be liable for any expenses incurred by DWC related to this contract; nor will DWC be liable for any expenses incurred by the host organization including but not limited to room rental, substitute teacher fees, promotional expenses, catering etc.

Total due: \$4500 all-inclusive

Payable to: Discover Writing Company

Submission of payment is due on the day of presentation. Please mail check to DWC.

*I have read the above and agree to the terms of this contract.*

Organization Responsible: S. Bryan Jennings Elementary School, Orange Park, FL

Contact person(s): Tiffany Outman, Assistant Principal

Signature of Organization's Official:

*[Handwritten signature]*

Date: 9/16/09

Signature of Discover Writing Official:

Carol-lee Lane

Date: 9/15/2009