

Kings Konnection Organization

State: Mr. _____

Appearance Forms

How to book Mr. _____

- Bookings request, either in writing or by phone, should be received as far in advance as possible to the booking date. Bookings will be handled on a first come basis.
- The King may not make appearances past 9:00pm
- Upon appearance approval, you will receive a contract, publicity photo, biography, and a statement of expenses to be paid in advance.
- Cancellation of an engagement MUST be made writing at least one week prior to the event. If cancelled less than one week prior to the scheduled event, the booking fee must be paid.

How to use Mr. _____

- The King will have his own wardrobe suitable for every type of appearance and carries a supply of autograph cards.
- One press conference, to be approved by Executive Director and Publicist, can be scheduled for the King and will not be considered a part of his working schedule. If appropriate, we encourage you to involve the press in his appearance.
- The King can spend no more than four hours on public appearance per booking and must be allowed sufficient time to keep himself well-groomed and fresh. Short appearances throughout the entire day are not permitted. Either the morning, afternoon, or evening must be left free for his personal privacy and rest. If additional time is required for any appearance, a fee of \$50 per hour will be charged.

- The King will not be permitted to make any appearances that are not listed on the itinerary.
- The King is an asset to public dinners and luncheons
- The King must be introduced as: THE OFFICIAL SPOKEPERSON FOR THE KING KONNECTION ORGANIZATION / STATE HOLDER (ex. Mr. Tennessee)
- The King may not appear at any group or group function which is not identifiable with the dignity and prestige of Kings Konnection Organization / State Holder (ex. Mr. Tennessee)
- The King shall not endorse or sponsor merchandise or products which are in conflict with his national or state sponsors.

Donation for Mr. _____:

You will receive an itemized statement from the Kings Konnection Organization booking office which must be paid before the appearance of the King. It will be based on the following:

- Booking fee \$50
- Fee Schedule negotiable based upon appearance
- (Suggested Honorarium Minimum \$150)

An additional \$50 per hour will be charged for any time over the four hour max.

- Estimated mileage at \$.51 per mile (State of Tennessee Rate)
- Miscellaneous expenses-Including meals, lodging, and transportation. All lodging must be in a safe hotel near the event venue. **Lodging in homes is not allowed.** The booking party should make arrangements for meals and lodging for two (2). Please contact the office before making hotel arrangements.

Contract for the Kings Appearance

Name of organization requesting appearance of the King

Appearance Date: _____

Contact Person: _____

City, State, Zip: _____

Email Address: _____

Telephone: Office: _____ Cell: _____

Emergency contact name and number during appearance:

Description of sponsoring group and purpose of event:

Address and phone number to the venue where event will be held:

Meeting Location at venue and requested time the King should arrive:

Name, Title, and cell number of Escort/Host for the King

Role of the King: (Circle one) Sing Dance Host Sign Autographs
Other: (Please explain)

Will there be Press at the event? (TV, radio)

Out-of-town lodging:

Hotel name: _____

Number: _____

Address: _____

Confirmation Number: _____

Event Start Time: _____

Event End Time: _____

Event Address: _____

Venue/Site Host Phone: _____

Expected Audience size: _____

*Feel free to attach any additional information that will be helpful to us

*For all appearance please provide an itinerary.

*An official Kings Konnection Representative will accompany the King at all events.

*We reserve the right to cancel any appearance should this form not be received in this office at least two (2) weeks prior to the scheduled event.

Signature and date of official company representative:

(To be completed by the Kings Konnection Organization)

Mr. _____ Appearance Invoice

Appearance for: _____

Contact name: _____

Address: _____

City, State, Zip: _____

Day Phone: _____ Evening phone: _____

Date of confirmed appearance: _____

Type of appearance: _____

Appearance fee: \$ _____

Booking Fee: \$ _____

_____ Miles @ \$.36 per mile: \$ _____

Airline ticket (if necessary): \$ _____

Total expense \$ _____

Food and lodging are provided by the booking party. Please send confirmation Number

Advanced payment required two (2) days before scheduled appearance:

Make Check payable to:

Kings Konnection Organization /Kings Konnection

PO Box 331174

Nashville, TN 37203