**STANDARD LETTER OF AGREEMENT**

**Letter of Agreement between Artist Fran Capo**

**And \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FRAN CAPO** known here on in as the artist located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, enters into an agreement with **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** herein after known as the Client.

**ARTIST WILL PROVIDE**: The show stage banners with her name that will be on stage during the performance. Artist will do social media to promote event, and will make herself, at no charge, available to any local media to help promote the event via phone as well and in person if necessary. Artist may bring in videotographer (TBA) to tape the event which can be used at later date to promote future shows there afterwards for both Client and artist.) Artist will provide an intro for announcer, Mp3 of her theme song, “Adventure Girl” if needed and info for flyer to promote the show. Artist will arrange a time prior to event to visibly see performance space if required.

**CLIENT WILL PROVIDE**: Stage, Lights, wireless microphone (Or handheld with mike stand if that is not available), 1 stool onstage with 1 bottled water, table in the back for books to be sold at conclusion of event. Client will put up flyers and promote the event on their social media and locally as they do with other shows. Client will put out a press release in local area to attract media attention as well, and list on calendar of events. They will also provide ticket sale information to post and will be in charge of sales.

**DETAILS:**

**DATE:**

**VENUE**:

**CLIENT CONTACT PHONE NUMBERS:**

**VENUE SIZE:**

**ARRIVAL TIME:** On day of show artist will arrive at 1 hour early for sound check, lighting and to set up banners on stage as well as set up for books in the back.

**TOTAL TIME:**

**LENGTH OF EVENT**: TBD

Followed by ½ hour of light beverages & chips provided during autographed book sales at conclusion.

**TITLE OF SHOW:** Love, Laughter and Light. Or TBD

**DESCRIPTION:** Join us as dynamo, Fran Capo, a 9 - Time World Record Holder, most known as the Guinness Book of World Records Fastest Talking Woman, combines her stand up comedy, daring adventures around the world and motivational messaging in a down to earth, humorous, unscripted meaningful performance that will have you laughing, crying and inspired to be everything you were truly meant to be. Fran reveals her world record mindset secrets of happiness and success. Each fast paced show is uniquely different, but one thing you will always get is the *Full Fran* - *Complete Capo* experience from her heart.

**FORMAT:** Announcer will introduce Fran on stage with intro provided.

Fran’s theme song, “Adventure Girl” will play up until the words…then fade out.

Artist will come on stage and perform for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, during which time she would like house lights up enough so she can see the audience. Then she will do a 15 min. Q& A, followed light snacks and book signing at book table in back.

**FEE:** 50% deposit up front. Balance due night of performance in cash or check made out to Fran Capo.

**TICKET SALES:** TBD Place of purchase to be determined by client.

**Cancellation:** In the rare chance of cancellation artist must be notified minimum 3 weeks In advance, all ticket holders must be notified by venue for their sales, and artist for her sales.

**LAST BUT NOT LEAST: Both parties will sign this contract and each get a copy. It can be faxed to 845-526-3289 or photo snapped and texted to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or emailed to** **FranCNY@aol.com****. Let’s make this an awesome fun filled event for all! Excited to be working together!**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fran Capo CLIENT

**Address & Cell Address & Cell**