



Kerry Bell, management@melcot.com
Personal Management for Carol Williams
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San Diego, CA 92103 USA
www.melcot.com

CONFIRMATION OF RECITAL INVITATION

Artist: Carol Williams Recital Date: _____ Time: _____

Event: _____

Event Venue Address: _____

Event Contact Name & Phone: _____

Fee: \$ _____ Deposit: \$ _____ Due on day of Recital: \$ _____
Please note a 20% deposit is required and the remainder of the Fee is due on day of recital.

Accommodations: Presenter will provide 3 nights Hotel

Travel Allowance: Presenter will provide round trip transportation from airport to Hotel and from Hotel to the Venue for rehearsals and recital. Airfare is included in the Fee.

Presenter's Contact Info. Name: _____

Presenters Phone(s): _____

Presenters E-Mail: _____

Instrument: _____ Curators Phone(s): _____

Program Needed By: _____ Program Length: _____ Intermission: Yes / No

Rehearsal Schedule Days & Times: _____

Special requests from the Presenter: _____

Special Instructions to the Presenter:

1. Please provide a 3x5 table for Carol to sell her CDs and DVDs. We will contribute 10% of the sales if you have someone available to sell for Carol.
2. Please include in your Program and the Recital Intro announcement that "Carol will be looking forward to meeting and greeting everyone after the concert at her CD table"
3. Please provide us with names and phone numbers to contact your local radio, TV and newspapers. 6 weeks prior to your event date we publicize this event and work hard to get live radio interviews and press coverage for this event.
4. Please help promote this event with advertising in the local papers, newsletters, bulletin board postings, and mail & e-mail distributions.
5. Presenters may download Hi-Definition Publicity Photos and Posters at www.melcot.com
6. Please provide a secure dressing room with a toilet.
7. Please provide bottled water and a page turner. Also note that Carol is a vegetarian.

By their signatures both parties agree to the terms above.

Presenter: _____ Carol Williams: _____