



CONTRACT RIDER

MICROPHONE - A wireless microphone, a headset microphone, or a lapel microphone.

PODIUM - Please have a podium available for Kat's items.

LCD PROJECTOR - Only if needed for the event, the client is responsible for providing a LCD Projector and laptop. Kat brings PowerPoint presentations on disk. Please determine in advance whether Kat will require a LCD Projector for her presentation.

WATER - Please provide speaker with 2 bottles of water. One bottle should be chilled, the other room temperature.

MEALS - If food will be served, preferences include: seafood, chicken, and vegetable entrees.

PRODUCTS - Please have a table prepared for Kat's books, audio CDs, or DVDs. Kat needs a **BLACK** tablecloth for the product sales table.

Please make sure that the table is conveniently located next to the stage. Please make sure that two people are available on the day of the event to assist with the post-event book-signing and help staff the table.

If no assistant is available, client is responsible for covering the travel and lodging expenses of Kat's personal assistant.

PRE-EVENT SPACE - Please provide a quiet, secure space for Kat before the event begins.

Email Debbie Lewis at: media@Kat-smith.com with any questions.

Please try to accommodate the above requests as closely as possible as this will help your event flow smoothly. If you have any questions or challenges, please do not hesitate to contact us in advance. It is best to plan ahead so that there are no problems on the day of your event. We look forward to working with you!