

RYAN'S STORY PRESENTATION LLC

[Street address] • [City, State ZIP] • (802) 578-8229 • johnhalligan@ryansstory.org

Presentation Confirmation

This letter confirms the details of the Ryan's Story presentation below, for your business office. If your district prefers its own agreement or purchase order, I am glad to sign that instead.

ENGAGEMENT DETAILS

School or district	
Presentation date	
Program(s) booked	
Start and end times	
Location on campus	
Estimated audience	
On-site coordinator	

FEE

Item	Qty	Amount
Student assembly — 60 minutes, grades 5–12		\$
Additional same-day student assembly		\$
Parent evening presentation — 60 minutes		\$
Travel expenses (airfare, hotel, car, meals, parking)	Incl.	\$0
Total due		\$

Fees are all-inclusive; there are no separate travel charges for most locations. Any additional cost for unusually difficult travel is agreed before the date is confirmed.

INCLUDED IN THIS FEE

- All normal travel: airfare, hotel, rental car, mileage, meals and parking.
- A pre-visit planning conversation with your coordinator.
- Parent notification letter, staff planning guide, and pre- and post-assembly lesson materials.
- School-year access to the parent education video, at no charge, when a live parent presentation is booked.

THE SCHOOL PROVIDES

- A screen, projector and audio system, including a microphone and a laptop audio connection.
- A counselor or student-support professional available during and after the presentation.
- A designated event coordinator as the point of contact.
- Advance notice to parents and staff, using the templates provided.

TERMS

- No deposit is required.
- No cancellation fee. If the presentation is cancelled for any reason — weather, a change to the testing calendar, a school emergency — there is no charge.
- Payment is due within 30 days of the presentation; an invoice follows the visit. If the funding source is a grant on a longer cycle, let me know and we will work with it.
- A W-9 and a certificate of insurance are available on request, and a certificate naming your district can be issued before the visit.

For the school or district

Name and title

Signature and date

For Ryan's Story Presentation LLC

John Halligan

Signature and date

A note for accounts payable: payment details for Ryan's Story Presentation LLC do not change by email. If you receive a request to update banking or remittance information, please call (802) 578-8229 to verify it before acting on it.