

# Miss West Virginia Scholarship Organization

## APPEARANCE AGREEMENT

Event: \_\_\_\_\_

Event Location / Address: \_\_\_\_\_

Please provide an address  
that appears in a GPS  
database

Sponsoring Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: Day \_\_\_\_\_ Evening: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Beginning & Ending Time: \_\_\_\_\_

Miss W.V. will be met by: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Event type: Awards Ceremony Banquet Conference Classroom Visit

Circle one

School Assembly Parade\*\* Local Pageant Other \_\_\_\_\_

School Presentation-PASS

\*\* a convertible or float should be provided.

Event Location: Indoors Outdoors

Circle one

Event Attire: Business Suit Business Casual Cocktail Attire

Circle one

Sporty Casual

Black Tie

Will Miss West Virginia be expected to:

Deliver a prepared speech? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, length of time: \_\_\_\_\_

Topic of speech: \_\_\_\_\_

Make a talent presentation? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how many numbers? \_\_\_\_\_

# Miss West Virginia Scholarship Organization

Description of Miss West Virginia's duties (eg: emcee/guest/presenter/etc):

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Audience Description: Adult\_\_\_ School Group \_\_\_ - Grade(s) \_\_\_ Mixed \_\_\_\_\_

Are press conferences, radio and/or TV appearances planned? Yes\_\_\_ No\_\_\_

If yes, please provide details:\_\_\_\_\_

If lodging is needed, will your organization make those arrangements?

Yes\_\_\_ No\_\_\_

If yes, please provide:

Name of establishment:

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Location/address:

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Phone number: \_\_\_\_\_ Confirmation number: \_\_\_\_\_

If no, please provide a listing of establishments in your area with phone numbers.

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The appearance fee that is agreed upon is: \$ \_\_\_\_\_

This appearance will be confirmed when the contract is received. Appearance fee is due in full two weeks prior to the event. Contracts and Fees can be returned to:

Miss West Virginia Scholarship Organization  
Appearance Coordinator, Rose Lasker  
HC 76 Box 11, Union, WV 24983  
304.772.4194

\*Once contract is complete, it can also be returned electronically to: [mwvappearance@gmail.com](mailto:mwvappearance@gmail.com)

Thank you for scheduling Miss West Virginia to assist your organization in your event. We look forward to working with you. Please feel free to contact the Appearance Coordinator with updates or changes. The Appearance Coordinator will contact you with in one week of the event via e-mail (if provided) to confirm your event.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_