MEMO: Memorandum of Understanding
TO:
FROM: Wild West Women, Inc
DATE:

Wild West Women, Inc presents, *Tea with Alice and Me*. This multi-media one woman performance is 70 minutes with the option of a 20 minute Q&A. It is staged without an intermission. Told through first person narrative, Zoe Nicholson, Alice Paul scholar, shows dynamic collaboration of her life with that of Miss Paul. Highlighting the iconic role of tea in many women's revolutions; Seneca to Suffrage, Zoe inspires action with telling the story of Nonviolent Direct Action in America as originally practiced by the National Woman's Party and its influence today. Includes 100s of photos and ephemera from 1845 – yesterday.

Performance Fee $3,000
Non Profit $1,500

Site Requirements
Overhead projector
Large screen – 15 ft+
Mic
Podium for notebook PC & notes
Sound system for playing opening and closing music (3 minutes each)
Table for book sales (Hungry Heart)
Changing room with private bathroom and mirror

<u>Local travel</u>
Mileage Expense: 60 cents per mile
$50 meals per diem

<u>Distance travel</u>
Coach travel for two
Transportation to and from air
Two Hotel rooms
Transportation from hotel to venue
$50 meals per diem

SAMPLE