



**Trix Bruce, 1429 D Ave PMB 362, Snohomish, WA 98290**

TO:

	<i>PRESENTATIONS</i>	<i>RATE</i>
<b>TRAVELING EXPENSES:</b>		
	Booking Fee	\$
	Traveling Time	\$
	Per Diem \$XX/day Meals	\$
	Airfare	\$
	Transportation on Site ( Car Rental/Mileage Driving/Gas)	\$
	Lodge on Site	\$
	(Driving to/from airport) Transportation/Mileage ____ X (.55 per mile)	\$
	Airport Parking (\$28 per day + tax)	\$
	Others	\$
	Tips/Luggage	\$
	TOTAL	\$

Please write a check/money order payable to: Patricia Bruce UBI # 602 298 411

Please sign and date invoice and return with payment above that is agreed with you. Please save this file as your receipt. Please have her check ready before the date of event. She would like to bring the check home right after the event is over. Be sure to get the entire paperwork necessary ready BEFORE the event. This could include a W-9 form, tax paperwork, and other documents required. Please understand that your organization must pay promptly so that Trix can avoid credit card interest related to travel for your event. If you have any questions or concerns about this invoice, please contact Trix.

Signed: \_\_\_\_\_  
Host of the Venue

\_\_\_\_\_  
Performer/Presenter: Trix Bruce

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

***THANK YOU!!***



## Stage Set-Up for Show

Would you kindly set up the following items to help things run smoothly? Thank you so much!

- 1) Stage/platform
- 2) White screen or tripod/white screen with pull-down control
- 3) Extension cords
- 4) LCD projector
- 5) VGA cable and sound (Audio) device
- 6) Microphone (for interpreters, just in case)
- 5) Table at entrance area (for setting up my autographed photos & display)
- 6) Water bottle
- 7) Black Sharpie for autographed photos

I am bringing my Macbook and Mac adaptor to hook up with the LCD projector. (I will also bring my USB just in case there are problems with connecting to the projector.)

Table at entrance area: Please have the table ready for Trix. We need a volunteer to help with selling her DVDs at the table. Also, you might want to add another volunteer for helping fans with smartphones to take photos. Encourage fans to make their turns with Trix brief, as she wants to ensure enough time for everyone and cannot spend extended time with any one fan.

Volunteers are welcome to help me out, and are much appreciated! Volunteer tasks may include:

- 1) Picking me up/Dropping me off at my hotel; possibly stopping by Starbucks on the way
- 2) Taking photos with my camera
- 3) Making visual signs (directional signage) for people to find us!