

Booking and Expenses

For Melanie Stimmell Van Latum

Booking and Prep Work

Because of the high demand for Melanie's work, advanced booking is *highly* recommended (and can be arranged up to one year prior to work). If you're currently unsure of your event's exact requirements, Melanie is more than happy to informally hold dates open; she cannot, however, wholly guarantee availability until a formal booking has been made.

In order to create *exactly* the experience your event deserves, Melanie begins each project with a comprehensive teleconference with clients about theme, imagery, and tone for her street painting. After absorbing each client's needs, Melanie generates a sketch for approval (two complimentary rounds of revision are included—each subsequent alteration is completed for a small fee).

Terms and Conditions of Service

- Written contract of compensation or advanced-booking and payment of all travel expenses and accommodations to be paid by client (Melanie is more than happy to make her own arrangements upon receipt of advance)
- Fee to be delivered upon completion of services (check, money order, or major credit card)
- For all bookings over \$3,000, an advance of \$1000 is required
- For bookings less than 31 days in advance, an initial deposit of \$500 is required
- Should the need for shipping arise, fees are the sole responsibility client

**In case of inclement weather, overhead coverage must be provided via tent or umbrella. For outdoor events (asphalt or cement), the possibility of rain should be discussed a week prior to each event to prepare alternative surfaces.*