

## EVENT BOOKING SHEET

Freelancer Name: [REDACTED] Project:

Role: [REDACTED] Start Date: End Date:

Retainer includes an estimated [NUMBER OF Hours (+/- 5%) Onsite at [VENUE]

### Timeline:

*\*Please note this is a rough draft and timing may change.*

Rehearsal, Fitting & Paperwork:

[DATE]

[TIME]

[PLACE]

Event:

[DATE]

[TIME]

[PLACE]

[EVENT SCHEDULE]

### Responsibilities & Workflow

- [BE SPECIFIC!]

**PAYMENT TERMS:** Retainer Payment Rate: \$[\_\_\_\_\_] Other Fees: [I.E. TRANSPORTATION, PER DIEM]

[WHEN AND HOW PAYMENTS WILL BE MADE].

*Your signature confirms the information in this form is accurate and that you will perform duties per the workflows and direction given to you by the [SUPERVISOR] No fees, travel or other costs outside of this contract will be covered without written approval. You must submit this signed contract with a w9 for payment information.*

I have received, read and signed the Non-Disclosure Agreement.

### MEASUREMENTS:

Please fill in the following:

Dress size/suit size \_\_\_\_\_

Bra size \_\_\_\_\_

Chest/bust \_\_\_\_\_

Waist \_\_\_\_\_

Jean size for the men, pant size for women \_\_\_\_\_

Inseam \_\_\_\_\_

Shoe size \_\_\_\_\_

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**Printed Freelancer Name**  
**Date**

**Signature**