

Please scan and e-mail to director@facesthemovie.com



Faces of Israel – Booking an Event

- This document indicates that _____ (name of organization) has booked a *Faces of Israel* program.
- The event will be held on _____ (month/day/year).
- The program fee is _____ (program amount) and includes single screening / multiple screenings license / director speaking fee (circle).
- Transportation to/from the event and accommodations will be coordinated with and reimbursed by the organization booking the event.
- The organization will reimburse a \$30 per diem for food expenses for program and travel days.
- Payment must be received by the day of the event, preferably prior to the event date. If payment has not been received up to four weeks after the event date, the organization agrees to pay a \$50 late fee. An additional \$20 (prorated) will be charged for every two weeks thereafter.
- A check may be made out to Faces of Israel director Amy Beth Oppenheimer and mailed to 3640 Johnson Ave #4A, Bronx NY 10463.
- The *Faces of Israel* cancellation policy is as follows:
 - For bookings without the director, the program fee will be fully reimbursed for cancellations over eight weeks in advance. The organization may re-schedule the program for cancellations made with less than eight weeks notice, however full payment is still due at the time of the originally scheduled event.
 - For bookings with the director, the program fee will be reimbursed at a rate of 75% for cancellations over ten weeks in advance. The organization may re-schedule the program for cancellations with less than ten weeks notice, however full payment is still due at the time of the originally scheduled event.
- Comments: _____

We look forward to working with you to create and deliver an exciting, thoughtful and meaningful *Faces of Israel* program!

Signature: _____

Printed Name: _____

Date: _____ Organization: _____

Contact Information: _____