



Assembly Agreement

Assembly Requested: Medieval History Chivalry Character Counts

Knights at School

Assembly Date: _____

Number of Assemblies: _____

Assembly Time(s): _____

School: _____

Address: _____

School Contact Name/Title: _____

Contact Phone: _____

Email: _____

KNIGHTS AT SCHOOL agrees to:

- Arrive at least 30 minutes early to brief the squires and to set up for the presentation.
- Present the requested assembly at the times listed above.
- Vacate your facility within 45 minutes of the end of the presentation.
- Provide needed audio-visual equipment if your school is not so equipped.

Assembly Fee

\$ _____

Payable at Event

YOUR SCHOOL agrees to:

- Provide TWO SQUIRES for each assembly. The Knight will need assistance during the assembly, and this can be a great way to reward students by letting them participate. The squires will help The Knight get his armor on, hand him items during the assembly, run a microphone to students with questions, etc. While it is simplest to have the same squires for each assembly, feel free to appoint different squires if needed.
 - Allow Knights At School to bring Medieval weapons and replicas on campus for the purposes of education and demonstration. These weapons include swords, a mace, a flail and others. Bladed weapons will only be handled by The Knight, though a squire will hand these to The Knight. Safe weapons may be handled by selected students under the direct supervision of The Knight. A demonstration of this is located on our website, knightsatschool.com/history.
 - Prepare the assembly location for seating the students. It is best if ample room is left between aisles and, if possible, between rows for The Knight to walk among the students.
 - Provide a large table (6'-8') on the stage or presentation area for The Knight's use.
 - Provide a projection table or cart along with power, properly positioned for the screen location.
 - Provide as large a projection screen as is available in your facility.*
 - Provide a PA or sound system with at least one wireless mic.*
 - Provide full payment to The Knight upon arrival. Please make checks payable to "Knights At School."
 - If your school should cancel this agreement within two weeks (14 days) of the scheduled event, your school agrees to pay a cancellation fee of \$200. Cancellation of an event due to acts of God, inclement weather, school closures etc is excluded.
- *If you do not have a projection screen, PA system, or wireless microphone available, please notify us 72 hours in advance.

School Representative: _____ Title: _____