

From the desk of: Brent McLaren
Town Crier for heritage Perth, Ontario

Thank you for your interest in my services as the official Town Crier for Perth Ontario. In order to assist you in preparing for my participation in your event note the following items:

On The Day Of The Event

- The Town Crier will arrive in uniform approximately 20 minutes before the scheduled appearance time. He normally travels with an Escort or Assistant(s).
- Ensure that access to the site and that parking is provided close to the performance location. (This is particularly important for fairs, festivals or other activities with controlled or restricted parking.)
- Please provide the name of an on-site contact. This individual will be the link to the day's activities. Normally final instructions are taken only through them.
- A phone number or cell phone number at the event is also preferred.

Proclamations

- The Town Crier is an official representative of the Town of Perth and brings formal greetings, congratulations, participation and recognition on their behalf.
- If there is anything that you specifically wish added to the proclamation please ensure this text should be provided at least three days in advance.
- If part of the proclamation is to be in a language other than English then the complete text of what is to be said should be available at least seven days before the event.

Honorarium

- The standard honorarium for a Town Crier is a **minimum** of \$75.00. This honorarium assists with the cost of uniform maintenance, related expenses and Guild memberships.
- Transportation is remunerated at \$0.55 per km when required.
- Any meals or additional expenses for the Town Crier and/or Assistant(s) will be expensed to the organizers unless provided for.
- The honorarium is payable on the day of the event, prior to the proclamation.
- Please make cheques payable to "Brent McLaren"

Finally

- If it is impossible to travel in uniform, please ensure that a private area is available to change in. This room should be secured if possible.
- The Town Crier and Escorts should be considered as honored guests at your function. If this is a reception or dinner, accommodations should be made accordingly.
- The event organizer is responsible for all insurance and liability related to the appearance and performance of the Town Crier.
- The official Town Crier uniform is quite expensive. In the case of inclement weather the Town Crier may elect to wear another uniform or make adjustments as necessary.

Complete the next page and return it

- By post: Brent McLaren, Perth Town Crier
 35 George Avenue
 Perth, ON K7H 2Z1
- By fax: (613) 267-1947
- By email: town.crier@perthtowncrier.com

- A phone or email message confirming participation will follow receipt and approval of this information.

Request for the Services of the Perth's Official Town Crier

Name of Event: _____

Date of Event: _____

Event Location: _____

Parking Location: _____

Appearance Time: _____ AM / PM Ending Time: _____ AM / PM

Sponsoring Group: _____

Contact Name: _____

Contact Mailing Address: _____

Contact Information: Day () _____
 Evening () _____
 At Event () _____
 Email: _____

Details of the Proclamation(s): (attach additional sheets as required)

Please list any other Expectations while at Event (official and unofficial)

The Town of Perth has established a minimum honorarium for Town Crier services. In special cases, upon the prior approval, this may be waived. The honorarium is payable prior to the Crier's appearance at the event. The Town Crier is a volunteer for the Town of Perth. All insurance and liability for his appearance is at the responsibility of the event organizers.

☼ Check here if you wish consideration to have the honorarium waived for this appearance.

Signed: _____