

**PENINSULA PIECEMAKERS QUILT GUILD
DAY / NIGHT CHAPTER LECTURER CONTRACT**

This agreement is between the Peninsula Piecemakers Quilt Guild Day / Night Chapter and _____, who agrees to present a lecture entitled _____ on _____ 201____, at:

_____ 10:00 am Yorkminster Presbyterian Church, Yorktown, VA
_____ 7:00 pm Northampton Community Center, Hampton, VA

for the fee of \$_____, payable on completion of the program.

Description of this 45-60 minute lecture (i.e., lecture, demonstration, history, technique, trunk show, etc.); attach a separate sheet, if needed: _____

Speaker will need _____ tables set up for display / equipment and _____ people to assist. Speaker agrees to submit a short biography upon submission of final contract for publicity and introductory purposes.

Additional expenses requested:

Mileage (paid at current IRS rate) total miles round trip _____

Meals requested _____

Accommodations requested _____

Equipment needed (quilt racks, screen, etc.) _____

Other _____

Cancellations: In the event that the Lecturer cancels the event, all deposits, if any, will be refunded and the Guild will not be obligated for any payment.

Signature of Lecturer _____

Mailing Address _____

Email Address _____

Telephone _____

Date Contract Signed _____

Signature of Program Chair / Date Signed:

Signature of Executive Officer / Date Signed:

Two copies of this agreement will be mailed or a copy of this agreement will be emailed to the lecturer. Please sign this agreement, keep a copy for your records, and return the original signed agreement to: _____

She / he will acknowledge receipt of this contract via email with an attached file copy of the fully executed contract.