

# 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 a.m. - Courthouse Way Community Center, Newport News, VA

\_\_\_\_\_ 7 p.m. - 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 one copy 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.