



Lecturer Contract

This agreement is between the Peninsula Piecemakers Quilt Guild (Day Chapter/Night Chapter) and _____, who agrees to present a lecture entitled _____
(Printed name of lecturer)

_____ on the of _____, 201____, at the _____
(Title of lecture) (Date of lecture)

_____ for the fee of \$ _____, payable on the day of _____
(Print location of lecture)

the lecture. Directions to the _____ are available upon request.
(Print location of lecture)

Description of lecture (e.g., lecture, demonstration, history, technique, trunk show, etc.), attach a separate sheet, if needed:

Forty-five to sixty minutes is allotted for this lecture/trunk show.

Additional fees/expenses requested _____

Meals requested _____

Accommodations requested _____

Equipment needed (such as overhead projector, quilt rack(s), etc.): _____

I will need _____ tables set up for my display/equipment and _____ people to assist me.

I will submit a short biography in advance of the lecture for publication and introduction purposes.

(Signature of Lecturer) (Date)

(address) _____ (phone)

(email address) _____ (cell phone)

(PPQG Program Committee Representative) (Date)

(phone) _____ (email address)

(cell phone)

Two copies of this agreement will be mailed OR a copy of this agreement will be in an email attachment as a PDF file. Please sign this agreement, keep a copy for your records, and return the original copy to the (Day Chapter/Night Chapter) Program Committee Representative above. She/he will acknowledge receipt of this contract via email with an attached PDF file copy of the fully executed contract.

General guidelines:
Ground mileage @ \$0.445 per mile

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.