



Workshop/Lecture Agreement

This agreement is made between _____ (from herein referred to as Guest Lecturer/Teacher) and the Quilting Guild of The Villages, Inc. (from herein referred to as The Guild). Guest Lecturer/Teacher agrees to present the following program/lecture on the dates, times, and terms outlined below

Lecture: Duration of lectures should be limited to 60 - 75 minutes including Q & A.

Date:	Time (EST):	Duration:
Title:		
Location:	Cost:	

Workshop:

Date:	$\frac{1}{2}$ Day (4 hours) <input type="checkbox"/> Full Day (6+ hours) <input type="checkbox"/>
Title:	
Location:	
Workshop Fee: \$ _____ Fee Structure: Flat Fee <input type="checkbox"/> or Per Student <input type="checkbox"/>	
If Flat Fee, maximum # Students _____ If Per Student Fee, minimum # Students _____	
Kit: Required <input type="checkbox"/> Optional <input type="checkbox"/> None <input type="checkbox"/> Kit Fee: _____	
Sample(s): Will be sent at least three months prior to workshop <input type="checkbox"/>	

Samples and Supply Lists:

At least three (3) months prior to the workshop, Guest Lecturer/Teacher is to provide supply lists and samples for each workshop. Due to the size of the Quilting Guild of The Villages and the desire to ensure the workshop is adequately presented to all our members, we circulate samples to all (20 at last count) our Chapters if at all possible. Samples will be returned to the teacher at class time. If possible, we would appreciate 3 samples. Actual samples have proven to be the most effective tool to encourage member to register for workshops. Photos and looking online rarely does justice to the project.

Merchandise, Marketing & Door Prizes:

Opportunities for sale of merchandise is available before and after the Guild Meeting and Lecture. If desired, you may bring items to sell. Please advise if you will be taking advantage of this so we have space set up for you.

I would like to sell items at the Guild Meeting and/or Workshop

To enlighten our members who may not be familiar with your work or technique, please provide your website address in the space below and send or email links to YouTube videos or any additional information that will assist us in promoting your lecture and workshop.

My Web address is: _____.

Additionally, the Guild gives away door prizes at our Guild meetings and would like to offer products, gift cards, kits, books/magazines, etc. that are associated with or promote you. If you are able and willing to participate in this incentive program, please check the box below and advise, as best you can, what you will bring with you for this use on the space provided below.

Yes, I will provide some Door Prizes I cannot provide Door Prizes

Travel Expenses:

The Guild reimburses for actual round trip ground transportation mileage (at current IRS reimbursable rates at time of travel) OR airfare, whichever is **LESS**. Ground transportation from the airport to The Villages, if required, will be provided by the Guild upon discussion of options which may include but are not limited to car rental, Villages' Shuttle, guild member personal vehicle. The most economical and expedient method will be determined and agreed upon. Other travel expenses are covered at cost, with receipts.

In the event, another local guild or organization has engaged the Guest Lecturer/Teacher in the same timeframe and all parties come to an agreement in advance, expenses will be shared with the other party.

Meals and Accommodations:

The Guild will provide meals from arrival to departure at the request of the Guest Lecturer. Receipts are required for reimbursement of any meals purchased. There is a \$50 per day maximum allowance for meals.

A maximum of two nights' accommodations will be provided at a nearby hotel or if mutually agreed upon in advance, accommodation may be provided at the home of a Guild member.

Lecture Requirements:

The meeting room is set up with chairs facing a raised stage. The Guest Lecturer will have access to a podium and a wireless or handheld microphone, as well as a screen with projection. If any other equipment or facility request are desired, please notify the Guild as soon as possible. Every effort will be made to accommodate these requests.

Class/Workshop Requirement:

Workshops are typically held in Villages Regional/Recreation Centers. Please describe below how much table space per student is optimum and whether use of an overhead projector is desired. Also, please list any additional facility requirements.

Cancellation:

Cancellation by either the Guild or the Guest Lecturer/teacher will be only under extreme emergency or a Force Majeure Event as described below. If cancellation by lecture/teacher is within 60 days of the event, and there is no documentable emergency or Force Majeure event, any non-refundable monies paid to a third party in preparation for the presentation(s) by Guest lecturer/teacher (i.e. deposit) will be reimbursed to the Guild by Guest lecturer/teacher.

FORCE MAJEURE DEFINITION: A “Force Majeure Event” is defined as one or more of the following causes which renders performance impossible, impracticable, or unsafe: death or serious illness/injury to teacher/lecturer, theft of teacher/lecturer’s materials, or equipment which are necessary for performance and which cannot be provided by Guild; Fire; threat(s) or act(s) of terrorism; riot(s) or other form(s) of civil disorder in, around, or near the venue; strike, lockout, or other forms of labor difficulties affecting the venue; any act, order, rule, or regulation of any court, government agency, or public authority; act of God; absence of power or other essential services; failure of technical facilities; failure or delay of transportation not within teacher/lecturer reasonable control; severe inclement weather; and/or any similar or dissimilar cause beyond Guest lecturer/teacher’s reasonable control.

If a Force Majeure Event occurs, the parties’ respective obligations hereunder will be excused fully, without any additional obligation, and each of the parties shall bear its own costs incurred in connection with this agreement.

Please go to “SIGNATURE PAGE” to complete this agreement.

SIGNATURE PAGE

The Quilting Guild of The Villages and the Guest Lecturer/Teacher agree to the terms as stated and enter into this agreement on _____.

GUEST LECTURER/TEACHER

(Signature of Guest Lecturer/Teacher)

Print name

Address: _____

Phone: _____
Please provide mobile phone number for contact during travel.
Email: _____

QUILTING GUILD OF THE VILLAGES

Theresa Ierardi
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A final invoice (please see attached form) is due one week prior to the first event. Guest lecturer/teacher may submit their own invoice in lieu of completing the attached provided all information as shown on attached and original receipts are provided.

After completing this agreement, please make a copy for your records, and return original to Program Chair for execution on behalf of the Quilting Guild of The Villages. A copy of the fully executed agreement will be returned to you. We look forward to working with you.

Thank you.

INVOICE

Name

Address

Phone

Qty	Description	Price
	Lecture	
	Half-day workshop	
	Full-day workshop	
	Meals (\$50 per day allowance with receipts)	
	Airfare	
	Car mileage (reimbursed at the Federal allowance) OR airfare, whichever is LESS	
	Accommodations for up to 2 nights are made and paid for by the Guild, at the Guest Lecturer/Teacher's request. The Hampton Inn is currently used.	

If payment is desired upon completion of the last class, Invoice with travel receipts must be submitted to the treasurer (ggotvtreas@aol.com) **at least one week prior to the first event.** Covered expenses incurred after payment may be submitted (with original receipts) after last class and will be processed within 7 days. Payment will be mailed to address on agreement.

Please indicate which of these you would prefer and follow the required procedure.
