

**Peninsula Piecemakers Quilt Guild
Day/Night
LECTURER CONTRACT**

This agreement is between:

Peninsula Piecemakers Quilt Guild Day/Night Chapter

_____ 10 a.m. - Courthouse Way Community Center, Newport News, VA
_____ 7 p.m. – 12420 Warwick Blvd., Newport News, VA

and _____,

who agrees to lecture on the topic of _____
on _____, 20____, at _____ a.m./p.m.

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

for the fee of \$_____.

The time allotted for this lecture and or trunk show is _____.

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: _____

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.