

## ***Santa Cruz Textile Arts Guild - Speaker Agreement***

***Date of Engagement:*** \_\_\_\_\_

This agreement is made between **Santa Cruz Textile Arts Guild (SCTAG)**, and the following independent contractor, herein referred to as the “**Speaker**”.

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Web Site: \_\_\_\_\_

**SCTAG** hereby contracts with **Speaker** to personally conduct/teach presentation(s) and/or workshop(s) as described below:

**Lecture Title:** \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

• **Workshop Title:** \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

• \_\_\_\_\_

• # of Days/Hours: \_\_\_\_\_

• Minimum # of Students: \_\_\_\_\_ Maximum # of Students: \_\_\_\_\_

• ***SPEAKER RESPONSIBILITIES: Program Materials:***

Speaker will bring their own technical device /computer \_\_\_\_ Yes \_\_\_\_ No

**Class Samples:** Will Speaker provide samples during the lecture?

\_\_\_\_ Yes \_\_\_\_ No

**Merchandise Sales:** Speaker will bring merchandise for sale during the Program? \_\_\_\_Yes \_\_\_\_No

**Publicity:** Speaker grants SCTAG the right to use Speaker's name and/or likeness and photographs of work in advertising publicity \_\_\_\_Yes \_\_\_\_No

**SCTAG RESPONSIBILITIES:Facilities:** SCTAG shall as needed, provide at no cost to the Speaker the following:

- Projector Screen: \_\_\_\_Yes \_\_\_\_ No
- Presentation Table(s): \_\_\_\_Yes \_\_\_\_ No # of tables needed: \_\_\_\_\_  
( added a table to this for the computer and projector.)
- Sales Table(s):\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_\_ How many?\_\_\_\_\_
- Speaker will provide their own Garment Racks(s): \_\_\_\_Yes \_\_\_\_ No

• **FEES, EXPENSES & REIMBURSEMENTS:**

• **Mileage:**

SCTAG will reimburse Speaker for round trip driving mileage at current IRS rates up to 150 miles round trip. If agreed to in advance, reimbursement may be made for the equivalent expense of public transportation or airfare upon receipt of expenses. Estimated mileage: \_\_\_\_\_

1 **Accommodations:** Lodging will be arranged for out-of-town speakers prior to the engagement. Member hosting is available if desired.

• **Meals:** Lunch on date of event supplied by SCTAG.

• Requests \_\_\_\_\_

• **Fees:** SCTAG will pay the Speaker the following fees:

• Morning Lecture Presentation: \$\_250.00\_\_\_\_\_

• Workshop: \$\_\_\_\_\_

• Total Fees: \$\_\_\_\_\_

**Commission on Merchandise Sales:** Speaker agrees to donate \_\_10% of pre-tax amount of sales to SCTAG. No commission on Speaker's Kit or Materials Fees is due.

**Taxes:** Speaker shall be solely responsible for payment of income, social security, California Franchise Tax Board or any other sales taxes due to taxing authorities. Initial \_\_\_\_\_

**Liability:** SCTAG will have no liability or responsibility for any materials, merchandise or property of Speaker either in shipping or delivery prior, during or after the Program/Workshop time frame. Initial \_\_\_\_\_

**Cancellation:** The Agreement may be terminated by either party with a minimum of 90 days prior written notice to the other. Neither party shall owe any amount to the other party. Initial \_\_\_\_\_

**Shipping:** Speaker will be responsible for shipping fee for any materials being sent in advance or after the lecture/workshop. Initial \_\_\_\_\_

***SCTAG PROGRAM CO-CHAIR - Make a copy and send!***

\_\_\_\_\_ Date: \_\_\_\_\_

***SPEAKER:*** Please print clearly and return to program co-chair:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

**Snail mail to Program co-chair:**

Name: \_\_ LeAnn Bjelle \_\_\_\_\_

Address: \_181 Hyannis Ct \_\_\_\_\_ City: \_\_ Aptos \_\_\_\_\_

State: \_CA \_\_\_\_\_ Zip: \_95003 \_\_\_\_\_

cc: President; Treasurer; Workshop Coordinator

Web Site: [www.sctextileartsguild.org](http://www.sctextileartsguild.org)