

**PIONEER QUILTERS' GUILD
GUEST SPEAKER CONTRACT**

This contract constitutes an agreement between _____, speaker/Instructor and the Pioneer Quilters' Guild (hereinafter referred to as PQG) for the provision of the following services as set forth below:

A. Lecture

Lecture entitled: _____

Lecture Fee: \$ _____

Date of Lecture: _____

Time: Set-up begins at 6:15pm, meeting begins at 7:00pm, lecture at 8:00pm (approximately)

Length of Lecture: 50 min – 1 hour (please note if you need more time)

Location: Shepherd of the Sierras Church, 5400 Barton Rd., Loomis, CA 95650

Please note items you need provided by the PQG for your lecture:

Screen _____ (Speaker to provide own projector)

Extension Cord(s) _____

Quilt Rack (s) _____

Member(s) to hold quilts _____

Display Table(s) _____

Other _____

B. Workshop

Workshop Entitled: _____

Workshop Fee: \$ _____

Date of Workshop: _____

Time: Set-up begins at 9:30 am; workshop begins at 10:00am and ends at 4:00pm (approximately)

Length of Workshop: 6 hours (approximately) with lunch break

PQG Class minimum: 10 students Speaker Maximum: _____

Location: Shepherd of the Sierras Church, 5400 Barton Rd., Loomis, CA 95650

Please note the items you need provided by PQG for your workshop:

Screen _____ (Speaker to provide own projector)

Extension Cord(s) _____

Quilt Rack(s) _____

Display Table(s) _____

Other _____

C. Travel

Auto travel: Mileage will be paid at the IRS Reimbursement Rate in affect at the time of the contract fulfillment, not to exceed \$300 unless otherwise authorized by the Program Chair

Air Travel Expense is not to exceed \$300 unless otherwise authorized by Program Chair

Air Travel arrangements to be made by Speaker, with approval of Program Chair to insure sufficient time allowances.

D. Lodging/Meals

Private room and breakfast is provided by a guild member from the evening of the lecture until the following morning unless otherwise authorized by Program Chair.

Please indicate any special needs you may have and the PQG will do our best to meet them:

Dinner is normally provided at a local restaurant hosted by PQG board members preceding the lecture at approximately 5:00pm.

Lunch during the workshop will be provided by the PQG.

E. Other Conditions:

Advance samples or materials for our members to preview for lectures or workshops need to be submitted two months in advance of the scheduled event. _____20__

F. Cancellation

This contract may be cancelled without penalty by wither party with a four-week notice prior to engagement date.

Please sign, date and return one copy of this contract to the PQG Program Chair as noted below. Your payment requires a social security number or tax identification number. You will be issued a 1099 in January of the year following your speaking engagement.

Speaker Name: _____ SSN or TIN: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Email Address: _____

Signature: _____ Date: _____

PQG Program Chair or Co-Chair(s): _____

Signature: _____ Date: _____

Return to: Program Chair, Pioneer Quilters' Guild, PO Box 126, Rocklin CA 95677