

Sherman Quilt Makers Guild Program Agreement

Date: _____

The Quilt Makers Guild of Sherman, Texas is excited you will be providing a presentation/ program for the guild. Our records indicate your program as described below.

The anticipated length of the presentation: 40-50 minutes, not to exceed one hour.

Time: The doors of the church open by 6:00 pm to allow for set up. The general meeting starts at 7:00 pm. We will conduct a short business meeting prior to your presentation. There will be a table for you to use. Please let us know as soon as possible if you have any other needs. We will have people available to assist you. A show and tell is held at the conclusion of the program; you are welcome to stay or you may pack up and leave during this time.

Included with this letter is the contract between yourself and the Sherman Quilt Makers Guild.

1. Complete and sign the contract
2. Please return the signed original contract back to the program coordinator via email or regular mail. You may make a copy of the contract for your records.
3. Please provide a brief bio along with a synopsis of your program. This information is needed a minimum of 2-3 months prior to your schedule presentation. This is necessary so we can advertise the program in the guild's monthly newsletter for a minimum of two months. Our goal is to provide the largest audience possible during your presentation. You are welcome to email or mail this information to the program coordinator.

Thank you in advance for providing us with these items in a timely manner.

Sincerely,

Ronna Bruce
Vice President of Programs

Sue Ann Spencer
Guild President

Vice President of Programs

Sherman Quilt Makers
Ronna Bruce
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Phone/Text: 402-210-9403
Mailing Address: 138 Mountain View Cr.
Sherman, TX 75090

President

Sherman Quilt Makers
Sue Ann Spencer
Email: sueannspencer@yahoo.com
Phone/Text: 214-766-6669

Meeting Location:
First United Methodist Church
Binkley Hall
401 N. Elm St.
Sherman, TX 75090

Location map available on our website - <http://www.shermanquiltguild.org/contact-info>

1. Speaker/Presenter Name: _____
2. Program Date: _____
3. Program Name: _____
4. Your Presentation/Program Fee: \$ _____
5. Your one-way auto mileage to Sherman, TX: _____ miles. Mileage rate is \$0.58 per mile, Sherman Quilt Makers will reimburse for round trip.
6. Sherman Quilt Makers agrees to the following fees (if applicable). Sherman Quilt Makers will not reimburse for any fees not explicitly agreed to in this contract.

7. Cancellation Clause: Cancellation of this contract may be requested in writing, by either party, at any time up to 30 calendar days before the scheduled program. In the event you need to cancel your presentation contract you must contact the Vice President of Programs in writing, no later than 30 calendar days before your scheduled presentation, this will allow us to find a replacement program. Sherman Quilt Makers will not reimburse for cancelled programs.
8. Expected Arrival Time for set up: _____ 6:00 – 6:15 pm _____
9. # Tables needed: _____

Signature of Program Presenter

Date

Contact Phone Number _____

Email: _____

Blog/Website: _____

(If interested we are happy to share your blog/website with our guild and on our website.)