



Michigan Garden Clubs, Inc.

Speaker's Contract

June 8-9, 2022

Crowne Plaza, Lansing, MI

Speaker's Name: _____

Email: _____ Phone: _____

Address: _____ City: _____

ST: _____ Zip code: _____ Date of Event: _____ Time of Event: _____

Program Title: _____

Content: _____

PLEASE COMPLETE THIS PORTION FOR A VIRTUAL EVENT

INITIALS:

I agree to a short connectivity and equipment check with the session technical moderator within a week of the anticipated presentation and to provide my presentation at that time.

I understand the session will be recorded. Said recording will be made available for up to a month after the event for limited benefit of a participant who was registered at the time of the original event but could not attend because of a connection issue or emergency.

I understand that short clips or a still image from the recording may be used for promotional purposes.

PLEASE COMPLETE THIS PORTION FOR AN IN-PERSON EVENT

Equipment/Staging Needed. Please check: _____ Podium _____ Screen _____ LCD Projector

Electric Outlets: _____ Lights: _____ List other: _____

Help required (# of people needed /length of setup time.) _____

Help required (# of people needed /length of take-down time.) _____

SPECIAL FINANCIAL ARRANGEMENTS, IF APPLICABLE

Flowers/Materials Fee: _____ Mileage/Transportation Fee: _____

Lodging and Meals for Speaker Only: _____

Please advise your time of arrival, mode of transportation and time of departure.

I understand that by signing this contract, my contact information will be added to the MGC, Inc. Speakers list available to MGC, Inc. member clubs.

Speaker's Signature: _____

Date: _____

For Office use: Send copy to Main Event Chair

For NGC School Events including Symposia and Tri-Refreshers use the NGC Speaker Contract Form Revised 01/2022