



**Michigan Garden Clubs, Inc.**

**Speaker's Contract**

Speaker's Name: \_\_\_\_\_

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

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

Program Title: \_\_\_\_\_

Content: \_\_\_\_\_

\_\_\_\_\_

Equipment/Staging Needed Please list: \_\_\_ Podium \_\_\_ Screen \_\_\_ LCD Projector

List other: \_\_\_\_\_

Electric Outlets: \_\_\_ Lights: \_\_\_

No. of Tables: \_\_\_\_\_ Skirted: YES NO On Stage \_\_\_\_\_ Off Stage \_\_\_\_\_

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

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

Financial Arrangements:

Program Fee: \_\_\_\_\_ Flower Fee: \_\_\_\_\_ Transportation Fee: \_\_\_\_\_

Lodging and Meals for Speaker Only: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Speaker's Signature: \_\_\_\_\_

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

\_\_\_\_\_

Please complete this contract and return to:

Chairman: \_\_\_\_\_ E mail: \_\_\_\_\_

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

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

\_\_\_\_\_

Please send a signed copy to the Event Treasurer for signature and file for payment:

Event Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_