



**Michigan Garden Clubs, Inc.
(MGC) Speaker's Contract**

NGC School Events including Symposia and Refreshers use the NGC Speaker Contract Form

Speaker's Name: _____

Email: _____ **Phone:** _____

Address: _____ **City:** _____

State: _____ **Zip code:** _____ **Date of Event:** _____ **Time of event:** _____

Program Title: _____

Content:

Program Fee: \$ _____

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 MGC members only in the password protected "Member Resources" area of the MGC Website.
- I understand that short clips or a still image from the recording may be used for promotional purposes.

EQUIPMENT/STAGING FOR AN IN-PERSON EVENT - PLEASE CHECK ALL NEEDED:

Podium Screen LCD Projector Electrical Outlets # _____ Lights # _____

Tables # _____ Size: _____ Skirted On Stage Off Stage

Other: _____

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

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

PLEASE COMPLETE APPLICABLE FINANCIAL COSTS:

Flowers/Materials Fee \$ _____ Mileage/Transportation Fee \$ _____ Lodging \$ _____

Meals for Speaker Only \$ _____ Other: \$ _____

Time of arrival: _____ Mode of transportation: _____ Time of departure: _____

I agree that by signing this contract, my contact information will be added to the MGC, Inc. Speakers list available to MGC, Inc. member clubs. YES NO. I agree to allow Michigan Garden Clubs, Inc. to use my photo and professional info in promotional materials. YES NO

Speaker Signature: _____ **Date:** _____

Approved: _____ **Date:** _____

AUTHORIZED MGC, INC. AGENT

POSITION