

## Sample Contract for Speaking Engagement

This contract is between \_\_\_\_\_, hereafter called the "Society" and Pat Richley, author of DearMYRTLE's Genealogy Blog, hereafter called "DearMYRTLE" or "DM." This agreement constitutes the limit of the agreement between the parties as there are no verbal agreements pending.

### Society Event Info

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

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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

Event Facility Phone: \_\_\_\_\_

<b>Event schedule</b>			
Insert times am/pm			
	<b>Meeting – 1 topic</b>	<b>½ day seminar 2 topics</b>	<b>Full-day seminar 4 topics</b>
Set up			
Doors open			
Welcome			
1 <sup>st</sup> Topic			
Break			
2 <sup>nd</sup> Topic			
Break			
Lunch			
3 <sup>rd</sup> Topic			
Break			
4 <sup>th</sup> Topic			
Closing remarks			
Take down time			

### Society Contact Info

Name: \_\_\_\_\_

URL: \_\_\_\_\_

Webmaster email: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Contact Person Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Alternate Contact Person Name: \_\_\_\_\_

Alternate Contact Person Email: \_\_\_\_\_

Alternate Contact Person Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

## Topics

Determined by previous communication between the Society and DearMYRTLE, circled below:

- Custom:
- Custom:
- Custom:
- Custom:
- 7 HABITS of Highly Effective Genealogists
- A TALE OF TWO CITIES: Immigration & Naturalization
- Accessing Lineage Society Apps
- Albion's Seed: interactive discussion of 4 British migration patterns
- BLOGS: An alternative for family & society newsletters
- Composing effective queries
- Determining what to search next
- FamilySearch Indexing
- Finally Get Organized
- FROM HERE TO ETERNITY: Internet research for patient genealogists
- GenSmarts: Artificial Intelligence for family historians
- Getting from a Book or CD to the Original Document
- JOY OF GENEALOGY: Documentation & Evaluation
- LITTLE HOUSE ON THE PRAIRIE: Land Records for Genealogists
- Major Migration Patterns of Germans to America
- Medical Practices of the US Revolutionary and Civil Wars
- MOBY DICK: Our Ancestors on the High Seas
- MR. SMITH GOES TO WASHINGTON: Research strategies in the National Capital Area
- PODCASTS: Learn while Jogging
- PODCASTS: Creating & listening
- Preparing for a trip to Salt Lake
- ROMEO & JULIET: Marriage Practices & Records
- The Clothesline Approach to document analysis
- THE TIME MACHINE: Offbeat Resources for Family Historians
- THE WINTER OF OUR DISCONTENT: 3 Months to Better Organization
- Tracing American Revolutionary War Ancestors
- Union Civil War Pension Files
- WAR & PEACE: US Military Records
- WOMEN ARE FROM VENUS: Finding Female Ancestors

## Equipment

Society provides:

- Wireless microphone, or one with a very long cord
- Large projection screen
- Table for projection equipment
- Heavy duty extension cord
- Power strip
- Podium

- 2 six foot tables for book sales
- Ice water for speaker
- Backup laptop
- Backup computer projector
- Reliable internet access to podium

DearMYRTLE provides:

- Laptop
- Computer projector
- Flash drive with backup PowerPoint presentations

## Travel

Society provides reservations to be arranged in the name of Pat Richley, with confirmations & ticket sent to [Myrt@DearMYRTLE.com](mailto:Myrt@DearMYRTLE.com), one month in advance of the event. Payment for accommodations to be made in advance by the Society including:

- Plane ticket for Pat Richley from Salt Lake City or Washington, DC to event city sent USPS return receipt requested.
- Transportation from airport to hotel, if no shuttle provided by hotel.
- Non-smoking, free wireless internet hotel accommodations for evening before and evening of event.
- Maps from hotel to event location if GPS proves unreliable due to current construction.

DearMYRTLE provides:

- Incidentals at hotel.
- Acknowledgement of receipt via email to Society Contact Person.

## Publicity

DearMYRTLE provides within 15 days of signed contract:

- 8 1/2" X 11" (single color) flyer for reproductions & distribution
- 1/2 page and full page (single color) ads for the event to be printed in the Society's newsletter/quarterly in the 3 issues prior to the event
- column & web page devoted to the event
- link to Society's web page advertising the event
- DearMYRTLE graphics (similar to these shown at right and below) to the society webmaster for use on Society's web page and for society for newsletters, and other advertising for the scheduled event.





The Society agrees to:

- Conform to style, where all references to **DearMYRTLE** will be typed as such, not ~~Dear Myrtle~~ or ~~DearMyrtle~~—or any other such arrangement of letters. Web address will be listed as: [www.DearMYRTLE.com](http://www.DearMYRTLE.com) and e-mail address will be listed as: [Myrt@DearMYRTLE.com](mailto:Myrt@DearMYRTLE.com)
- Post and maintain flyers at local libraries, family history centers as soon as available.
- Within 30 days of contract signing this contract:
  - ✓ develop a web page devoted to the event
  - ✓ including a map graphic
  - ✓ submit link to USGenWeb for state & county of event
  - ✓ link to DearMYRTLE's web page advertising the event.
- Within 90-120 days of the event:
  - ✓ notify the local newspaper regarding press release & interview.
  - ✓ provide DearMYRTLE with the name, address, web address, phone and contact person of local newspaper for press release & possible interview.
  - ✓ reproduction of DM's flyer advertising the event
  - ✓ distribution of DM flyer at:
    - local meetings beginning 6 months prior to the event
    - state genealogy society newsletter 6 & 3 months prior
    - local libraries
    - local historical societies
    - local family history centers
  - ✓ reprint one DearMYRTLE blog entry (Society's choice) in the Society's newsletter prior to the event
  - ✓ insert minimum 1/2 page advertisement for the event in each of three Society newsletter/quarterly issues prior to the event.
- One month prior to event:
  - ✓ Submit announcement to local newspapers
  - ✓ Submit announcement & link to Dick Eastman's Genealogy Newsletter

- Two weeks prior to the event:
  - ✓ Resubmit announcement to local newspapers
  - ✓ Resubmit announcement & link to Dick Eastman's Genealogy Newsletter

**Fees**

The Society and DearMYRTLE enter into this contract in good faith. The society agrees to pay a 50% deposit of the speaker's fee at contract signing.

<b>SAMPLE FEE SCHEDULE</b>			
		In person appearance	Virtual Appearance <a href="http://www.GoToMeeting.com">www.GoToMeeting.com</a>
1 topic meeting	Where no fee is charged to attend.	\$125	\$75
1 topic meeting	Where a fee is charged to attend.	\$125 and _____% of door receipts, whichever is greater.	\$75
2 topics – half day meeting	Where no fee is charged to attend.	\$250	\$150
2 topics – half day meeting	Where a fee is charged to attend.	\$250 and _____% of door receipts, whichever is greater.	\$150
4 topics – full day meeting	Where no fee is charged to attend.	\$450	\$300
4 topics – full day meeting	Where a fee is charged to attend.	\$450 and _____% of door receipts, whichever is greater.	\$300

**CANCELLATION BY SOCIETY:** The Society reserves the right to withdraw from this agreement no later than 90 days before the scheduled event by written notification to: Pat Richley, 1338 South Foothill Drive #261, Salt Lake City, Utah 84108 AND via email [Myrt@DearMYRTLE.com](mailto:Myrt@DearMYRTLE.com). Within a week of receipt of the Society's notice of cancellation, DearMYRTLE will refund 50% of the deposit paid at signing, and return any airline tickets and other travel vouchers received.

**CANCELLATION BY DearMYRTLE:** DearMYRTLE enters into this agreement in good faith, and honors her commitments to speak on the requested topics on the scheduled date and at the agreed time. If her physician requires cancellation, DearMYRTLE will refund all deposits paid, and return any airline tickets and other travel vouchers received, constituting the limit of her liability within 1 week of physician's notice. DearMYRTLE is not responsible for weather; airline, taxi & hotel strikes; and other accidents which prevent her from arriving at the event on time. DearMYRTLE will phone the contact person upon leaving her home to travel to the event city, and phone again on arrival. DearMYRTLE reserves the right to withdraw from this speaking engagement in the event that (1) the deposit due at signing, (2) the plane ticket or (3) the hotel confirmation (where applicable) has/have not been received 30 days in advance of the event date and as a result, the Society forfeits the 50% speaker's fee signing deposit as the limit of its liability.

\_\_\_\_\_ Date: \_\_\_\_\_  
Pat Richley, aka DearMYRTLE

\_\_\_\_\_ Date: \_\_\_\_\_  
Society's Authorized Representative