



Instructor/Speaker Contract

This contract confirms the understanding between Fiber Artists of San Antonio (FASA) and the Instructor/Speaker.

Name: _____

Company Name: _____

Address: _____

City, State, Zip code: _____

Phone: _____ Cell: _____

Email: _____ Website: _____

The Instructor/Speaker agrees to conduct the following program and/or workshop:

Program

Date & Time: _____ Fee: _____

Place: _____

Program Title: _____

Electronic Projection: FASA has a digital computer projector. The speaker should provide his/her own laptop. The speaker is encouraged to bring samples or other materials that can be displayed and shared with the attendees. Speaker presentations are generally 60 minutes in length. A social begins at 9:30am followed by the presentation at 10:00am.

Workshop

Date & Time: _____ Fee: _____

Place: _____

Workshop Title: _____

Other expense(s) negotiated:

Payment Terms

If the Instructor/Speaker fee exceeds \$600, a completed/signed IRS W-9 form or scanned facsimile shall accompany this contract. All Instructor/Speaker fees are due and payable in-full at the conclusion of the presentation/workshop. For FASA to reimburse agreed upon expenses, the Instructor/Speaker shall issue an expense report that itemizes applicable expenses with copies of receipts within 30 days of the presentation/workshop. A check to cover expenses will be issued within 30 days after the expense report is received by FASA.

Signed contract, completed W-9 form and expense report may either be mailed to **FASA Program Committee, PO Box 91271, San Antonio, TX 78209** or scanned and emailed to the FASA Representative listed below

A copy of the fully executed contract shall be scanned and electronically sent to the Instructor/Speaker at the email address provided above.

Speaker Signature/Date

FASA Representative Signature/Date

FASA Representative Name & Title – printed

Email: _____