

Speaker/Host Contract

Vermont Humanities Council, as a convenience, provides this contract template to the host and speaker, suggesting each party sign and retain a copy. This form is optional, and the Council does not require a copy.

Event Details

Program Title: _____
Location: _____
Date/Time: _____

Contact Information

Host Organization Coordinator

Speaker

Address

Address

Phone/Email

Phone/Email

Fees

Speaker's base fee for this program (paid by VHC): \$_____ (\$250 for lectures; \$350 for History Alive!)

Speaker's additional expenses for this program (paid by Host Org.): \$_____

The host organization is responsible for paying any additional expenses the speaker may require, such as mileage reimbursement, directly to the speaker. Additional expenses are noted in the program description in the Speakers Bureau Catalogue.

The speaker agrees to arrive 15 minutes early, to give a 45-60 minute presentation, and then take questions from the audience. The speaker will act as an independent contractor rather than an agent or employee of the Council or of the above-named host, and thus is not entitled to any of the benefits that the Council or host provides for its employees.

Speaker Date

The host organization agrees to inform the speaker of any schedule changes that take place. The host organization agrees to pay the speaker any additional amount beyond Council support (as mentioned above) on the day of the program. The host organization will file a form 1099-MISC with the IRS if it pays any speaker directly more than \$600 in a calendar year.

Host Organization Coordinator Date