

Mineola League of the Arts
Extended Teacher/Artist Contract
(Separate form is required for each event)

This contract is to confirm that _____ will present a (workshop/class/demonstration) for Mineola League of the Arts.

Class/Workshop/Program Information:

Date(s): _____

Time(s): _____

Project Description _____

Student's for class: Minimum #: _____ Maximum #: _____

Equipment/room requirements:

Fees

Teacher/Artist Fee: _____ (including expenses). Please specify if fee is per student, per day, or per class/workshop.

Is transportation and/or lodging expenses required? _____ Transportation _____ Lodging

MLOTA can provide lodging if necessary. Arrival Date _____ Departure Date _____

Total # Nights _____

Supplies required by student:

Please attach a supply list if students are to provide supplies.

Kit provided by teacher: _____ No _____ Yes Kit Fee _____

Teacher agrees to use quality products for the project.

Guild/MLOTA will notify teacher of the number of kits required on or before the cancellation date.

Contract Cancellation Date: _____

Publicity Information: With the submission of the contract, the teacher Artist will provide MLOTA with biographical information and samples or pictures of project to be used to publicize the class/workshop/demonstration or provide access to a website where that information can be obtained. This event will be posted to our calendar when the contract is received by the MLOTA office.

Teacher/Artist Signature

Date

Address _____ Phone _____ Fax _____

City, State Zip _____ Email _____

Website: _____

Social Security Number or Federal Tax ID & Business Name (Required if fee is \$600 or more for the year)

Guild Coordinator, Event Chairman, First VP

Date

**** Please return the completed form as soon as possible.**