

Unity In Marin
Special Curriculum Event Agreement

This agreement is between Unity In Marin (UIM) and _____ (Speaker) for a workshop to be held on _____ from ____ pm to ____ pm. The workshop will be offered to participants on a love offering basis and will be entitled _____.

- 1) **Intent and vision:** To create a workshop for the mutual benefit of the Unity In Marin (UIM) community and for the Speaker. The workshop will inspire and engage those attending and allow the Speaker to passionately showcase his or her work and offerings. Both UIM and Speaker hold a vision for a well-managed, energetic, and successful event.
- 2) **Roles:** UIM will be primarily responsible for coordination of the event, for promoting it within and without the UIM community, and supplying volunteer support the day of the event. The Speaker will appear for the event, provide any books and tapes to be sold, and be responsible for their own travel arrangements.

3) Promises:

UIM promises to take care of:

- UIM will designate a coordinator who will handle the overall plan for the event, and communicate with the Speaker in advance about the details.
- UIM will confirm all arrangements with the Speaker ten days before the event.
- UIM will designate a liaison to work with the Speaker on the day of the event.
- UIM will provide a registration table and volunteers to help with registration on the day of the event.
- UIM's bookstore staff will handle purchasing of Speakers' books in advance of the event and sales at the event. The Speakers' representative may contact Christine Morgan at (415) 459-8066 or cmorgan@srcs.org to discuss arrangements.
- UIM coordinator will arrange for microphones and a sound technician, if needed (generally workshops with over 40 people).
- UIM staff will arrange for taping of the workshop, if desired. The Speaker's representative may contact Joshua Holmes at (415) 883-0846 or josh@unityinmarin.org to discuss arrangements.
- UIM coordinator will arrange for childcare if warranted by the event.
- UIM agrees to list the event in the News/Events section of the Sunday Bulletin, in the weekly e-mail newsletter, on the UIM website.
- UIM agrees to promote the event by sending e-mails to local papers and community bulletin boards one to two weeks in advance.
- UIM agrees to bear the expenses of the facility and custodian, sound, nametags, and promotional flyers for the Sign-Up table on Sundays. UIM will create the promotional flyers with materials (text, artwork) furnished by Speaker.
- UIM agrees to pay an honorarium in the amount of _____ to the Speaker.
- UIM agrees to pay a per diem in the amount of _____ to the Speaker for the dates _____.
- UIM agrees to reimburse Speaker for Airfare or other transportation expenses as follows: _____
- UIM agrees to reimburse Speaker for lodging and food as follows:

Speaker promises to take care of:

- Speaker agrees to provide a press kit, or equivalent materials, to UIM for use in promoting the event at least 30 days prior to the event.
 - Speaker will make travel arrangements from point of origin to the Bay Area airport of choice and arrange for ground transportation.
 - Speaker agrees to attend both services at UIM on the day of the event to generate enthusiasm for the event, unless agreed otherwise.
 - Speaker agrees to be on the premises at least 30 minutes in advance of the event.
 - Speaker agrees to promote the event to their email lists, and to list it on his or her website.
 - Speaker agrees to notify UIM of requests for special equipment or supplies needed for the event at least 14 days in advance.
 - Speaker agrees to bear the expenses of _____.
- 4) **Time and value:** Payment for the event will be on a love offering basis with a suggested donation of _____. The donations will be collected and, after deducting the expenses listed below, split with ___% going to UIM, and ___% going to the Speaker. UIM will collect the love offerings and send the Speaker's share by check within ten days of the event. The expenses of ____ and ____ will be deducted from the total collected and the remainder will be split.
- 5) **Measurements of satisfaction:** We will consider this event successful if it generates enough revenue to cover expenses and if we receive favorable feedback about the Speaker's presentation in feedback forms or requests for additional presentations.
- 6) **Renegotiation:** We understand that circumstances change and agree to renegotiate promises if that occurs. We will document any changes to this agreement in writing. Oral changes will not be effective unless documented.
- 7) **Consequences:** Both UIM and Speaker acknowledge that the cancellation of the event may result in lost revenue for UIM and the Speaker as well as disappointment that the event could not take place. If UIM cancels the event within 30 days of the event, UIM agrees to reimburse Speaker's expenses pertaining to this event not to exceed _____ and to pay a fee of _____ to Speaker. If Speaker cancels the event within 30 days of the event, Speaker agrees to pay UIM a cancellation fee of _____.
- 8) **Conflict resolution:** We will communicate openly and work together for resolution if problems arise. We agree to use a mediator if there are issues we are unable to resolve.
- 9) **Agreement?** Yes, UIM and Speaker look forward to our collaboration and to creating a successful event.

For Speaker _____
Date

For Unity In Marin _____
Date

