

## **Guidelines for Agreements with Presenters (Virtual and In-Person):**

1. This contract/agreement must always be used for any member and non-member paid activity with the guild.
2. Before engaging in detailed discussions with a possible Presenter discuss with the Programme Coordinator first.
3. Share the document with the Presenter by email or print.
4. More often than not, the presenter will advise you of their fixed rate. Our experience is that most presenter fees are under \$350 however, in some cases the fees will be greater depending on the event type. The fees are stated in Canadian Dollars only.
5. Ask the Presenter to complete and sign the document. Upon receipt of the completed document, share it with OVQG board members such as the Programme Coordinator, Treasurer, Vice President, or President before signing it back to the presenter. If there are any incomplete areas or questions, we can discuss at that time.
6. A presenter must have a signed agreement (by both parties) in order to be included in OVQG programming.