

Texas State Genealogical Society
Genealogical Society Leadership Forum

Example for contract and/or discussion with Speaker

Name of Society: RR Genealogy Club
c/o XYZ Smith
Street address
Denton, Texas 76207
Email: xyzsmith@gmail.com
Phone:

Speaker: Sally Speaker
Street Address
Denton, Texas 76207
Email: sallyspeaker@gmail.com
Phone:

Event Type: TBD: In-Person Example
Date of Event: June 18, 2021
Address: CATC Building Robson Ranch
Note: Tell individual at gate that you are speaking for the Robson
Genealogy Club
Parking is available next to building
Masks are required
Time Event Begins: 7:00 PM
Time for Your set-up: 6:30 PM

TBD: Virtual Event
Date of Event: June 18, 2021
Platform to be used for event: Zoom (provided by TXSGS)
Time event begins: 7:00 PM
Time for you to log-in: 6:30 PM
Your webcam should be available for viewing
Practice session approximately 2 days prior

Presentation: Pre-selected by Sponsor
“Same Name, Same Location, How Do I Determine Who is Mine?”

Presentation Details:

- The Speaker will deliver a presentation that has been selected by the society in front of a group of approximately XX people. OR The Speaker will deliver a presentation that has been selected by the society virtually for XX people.
- The Speaker will present using a presentation software from the Speaker's computer that can be attached for display to a screen that will already be in the room. OR The speaker will present a presentation using software from the Speaker's computer that can be shared virtually.
- In person, a microphone will be used, provided by the Sponsor if so desired. OR Virtually the Speaker should use the best microphone available to them such that no ambient noise is heard by the participants.
- _____YES _____NO The Speaker is anticipating playing a video during the presentation.
- The sponsor will supply the following type of connection: _____VGI _____HDMI
- If the meeting is virtual, it is anticipated that an equipment check call will be held prior to the event. OR The Speaker will arrive at least 30 minutes prior to the beginning of the event. The presentation will last between 45-60 minutes and will have an additional 15 minutes available for questions.
- The contents of the presentation and handout are copyrighted by the Speaker and may not be recorded, duplicated, published, sold, or distributed by any means without the written permission of the Speaker.
- Handouts for the program, if applicable, will be shared with the Society prior to the Event in a PDF format, at least _____ (#) days in advance of the event. The handout may be shared with all Society members whether or not they can attend the Event but otherwise not publicly published. If the handout will be distributed at the meeting approximately _____ (#) copies should be brought.
- The presentation will not be recorded by the Society, without approval by the presenter. The video will be available to: _____ Members ONLY _____ Public for _____ (#) days.

Cancellation Clauses:

Should the Society or Speaker need to reschedule the Event due to an emergency, every effort from both parties should be made to notify the attendees and reschedule the Event and/or find a replacement speaker.

Compensation:

The Society agrees to pay the Speaker within 30 days after the presentation in the USD amount of:

\$ _____

Payments can be made via check made out to:

Emily C. Richardson
 Street Address
 Denton, TX 76207

Questions and thoughts that must be considered in talking with a speaker

1. Length of program (speaking); length of time allotted for questions
2. Is a handout desired by the Society? Distributed the day of the event or prior?
3. Time the speaker should be in place (online or seated)
4. Who is supplying the technology? (online or seated)
5. Will the presentation be recorded? Does the speaker agree to this? Who will the recorded event be available to and for how long?
6. How many will be in the audience?
7. What is their level of expertise?
8. How much will the speaker get paid?
 - a. Remember that for a 1-hour event, most speakers will spend between 4 and 6 hours of preparation, unless it is a new topic for them. In that case they could spend 16 hours of preparation time.
9. Exchange both emails and phone numbers – these help in emergencies, but also provides a level of comfort
10. Is a contract needed? Will it be the speaker's contract or the society's contract?
11. Is a w-9 required?