

CHAUTAUQUA COUNTY MUSIC TEACHERS ASSOCIATION

Contractual Agreement

We are pleased you have accepted our invitation to participate in

(event) _____

as (responsibility) _____

on (date) _____

Your Honorarium will be _____.

We ask you to:

1. Give at least 30 days notice in case of inability to meet your commitment, unless there is illness or a serious personal problem, in which case notice is waived.
2. Adhere to deadlines for:
 - a. Supplying publicity materials
 - b. Supplying program materials
 - c. Making equipment requests
3. Keep you contact person informed of any special plans in case there is a need to reach you.
4. Arrive at event site at least one half hour prior to the start of you session.

In return, Chautauqua County Music Teachers Association will:

1. Pay the approved honorarium promptly at the conclusion of the event.
2. Provide approved requested equipment.

Please sign both copies, keeping one for yourself, and return one to:

Contact person _____

Address _____

City _____ State _____ Zip _____

Phone: (School) _____ (Home) _____

I understand the terms of this contract, and I agree to conform to them.

Name of Appointee: (Please Print) _____

Address _____

City _____ State _____ Zip _____

Phone (School/Business) _____ (Home) _____

Signed _____

This contract must be returned to the contact person by: _____

Contact person should immediately send a copy to the CCMTA Executive Administrator.