



**FLOWER SHOW SCHOOL OR SYMPOSIUM INSTRUCTOR'S CONTRACT**

CITY, STATE: \_\_\_\_\_ COURSE # OR SYMPOSIUM: \_\_\_\_\_

LOCATION: (BUILDING OR ADDRESS) \_\_\_\_\_

SPONSOR: \_\_\_\_\_ COURSE/SYMPOSIUM DATES: \_\_\_\_\_

TEACHING DATES: \_\_\_\_\_ INSTRUCTOR SET UP DATE/TIME: \_\_\_\_\_

Subject #1 \_\_\_\_\_ Topic \_\_\_\_\_ Hours \_\_\_\_\_

Subject #2 \_\_\_\_\_ Topic \_\_\_\_\_ Hours \_\_\_\_\_

INSTRUCTOR'S FEE: Main Subject Fee: \_\_\_\_\_ Second or Allied Subject Fee: \_\_\_\_\_

TRANSPORTATION: Air Fare or Mileage: \_\_\_\_\_

HOSPITALITY: Lodging: (Private home or hotel) \_\_\_\_\_ Number of Nights: \_\_\_\_\_ Meals: \_\_\_\_\_

REIMBURSABLE EXPENSES: Flowers, Shipping, Mailings, Other : (list) \_\_\_\_\_

INSTRUCTOR PROVIDING EXHIBITS FOR DEMONSTRATION WILL REQUIRE STAGING AS FOLLOWS: \_\_\_\_\_

INSTRUCTOR WILL PROVIDE THE FOLLOWING PAGES FOR DUPLICATION : Student Outline pages \_\_\_\_\_, Examination Pages \_\_\_\_\_, Point Scoring Pages (Oral) \_\_\_\_\_ (W ritten) \_\_\_\_\_, Others (Please list. May need to be at Instructor's Expense ) \_\_\_\_\_

*Note: If these are not copied from the Instructor's Master copy after the Area Accrediting Chairman's approval, each changed copy must be sent to the Instructor for approval prior to duplicating and starting the course/symposium.*

LOCAL COMMITTEE WILL PROVIDE THE FOLLOWING:

- 1. Assistance in unloading/unpacking, setting up, dismantling, reloading.
- 2. Exhibits - 3 for each of the 2 classes, for both oral and written point scoring as designated on Instructor's point scoring sheets. Complete instructions for staging specified by Instructor by letter/e-mail closer to the function's date. In Course I the Instructors will select the class to be used for Practice Written Pt. Scoring.
- 3. Lavalier microphone, lectern, wastebasket, containers with water.
- 4. Other needs \_\_\_\_\_

*NOTE: A copy of the completed contract should be given to the Local Chairman. The time for the Master Panel judging must be immediately before the oral point scoring and later with the students.*

Flower Show Schools or Symposium Chairman Signature \_\_\_\_\_ Instructor Signature \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date Contract is Signed: \_\_\_\_\_ Date Contract is Signed: \_\_\_\_\_