

**FCSL / PRESENTER AGREEMENT**

**FCSL EVENT PROPOSAL**

**Meeting Date of proposal to BOT[[1]](#footnote-1)**:

 **Proposal Sponsor**:

Phone:

 Email:

**Requested date of approval**:

**Title of proposed event** & principal presenter or performer(s):

**Event location**, date(s) proposed & time(s) & duration of each session:

**Brief description of event**:

**Dates and major milestones** leading to the event:

**Financial Estimates and Terms**:

* Estimated Income - proposed charge per attendee; estimated number of attendees and basis for estimate (i.e., prior avg. attendance); number of persons to be "comped” (maximum seating capacity 165)
* Estimate of all Compensation and Costs - fees paid to the Presenter/Performer(s) as shared or specific amount(s) including travel, lodging, meals, and incidental costs; promotional and other expenses:
* Additional terms, incl. oversight of volunteers by FCSL, responsibility for ticket sales, advertising, etc.
* Payment(s) Terms & Conditions - including timing of payment(s) by check:

**Hold Harmless Agreement and W-9(s)** - the following Agreement has been reviewed in writing and agreed to be signed by the Presenter and Presenter's Participants as part of the FCSL's Presenter's Agreement.

It is hereby agreed by the undersigned that Foothill Center for Spiritual Living (“FCSL”) is sponsoring the Event on behalf of the Presenter (designated below) and Presenter’s participants. In consideration of FCSL accommodating Presenter and its participants, Presenter, on behalf of itself and its participants, hereby agrees to hold harmless and defend FCSL and Placer County Facilities Services and their officers, directors, agents, employees and contractors from and against any and all claims or causes of action arising from its use of the facilities. As a condition to the use of the facilities, Presenter agrees to obtain the prior written hold harmless agreement similar in form from all of its participants and to provide copies to FCSL.

Presenter/Participant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presenter and paid Participants agree to submit W-9s with this Agreement if not already on file at FCSL.

**Preliminary list of project team** volunteers and respective assignments if applicable:

**Event Coordinators**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Proposed PR/marketing** for this event - check all that you consider appropriate:

 Online calendars & listing

 Radio PSAs

 Newspaper Press Releases

 Chamber of Commerce

 Local TV

 Electronic Mailings/eBlast

 Postcard Mailing

 Published Articles

 Newspaper Interviews

 Radio Interviews

 Performer/Presenters Website

 FCSL Website

 Online Marketing Services

 Poster, Handbill distribution

 Other (describe below)

**Board Action** on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

 Approved as submitted

 Approved with the following changes as described below:

 Requested more information to be submitted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ :

 Not approved as submitted because:

**AGREED AND ACCEPTED BY**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

FCSL Print name FCSL Board Secretary Signature Date

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 FCSL Print name FCSL Board Treasurer Signature Date

1. If time is of the essence this form may be submitted to BOT via email to board@fcsliving.org. [↑](#footnote-ref-1)