



RECOMMENDED CONTRACTUAL AGREEMENT CONTEST HOST AND CONTEST MANAGER

NOTE: This is a recommended contract by TTAO and should only be used with Contest Managers that are active members of TTAO. The contract is for a single contest and a new contract should be completed for each contest the Contest Manager is contracted.

Contest Manager: _____
(Name) (Address, city, state and zip)
(Cell phone number) (E-mail address)
(Home phone number) (Work phone number) (FAX number)

Contest Host: _____
(Host Name) (Site address, city, state and zip)
(Cell phone number) (E-mail address)
(Home phone number) (Work phone number) (FAX number)

This is to confirm the agreement between the Host Site and the Contest Manager to officiate for the following contest:

Level of contest (Zone - Regional): _____ Conference (1A - 6A): _____ Zone (1 or 2) _____
District (1 - 32) _____ Bi-District (A or B) _____ Area (1 or 2) _____ Region (I - IV) _____

The contest shall have (number of schools) _____ schools competing.
The rehearsals shall be held on _____; _____; _____
(Start/End Time and Date) (Start/End Time and Date) (Start/End Time and Date)
The contest shall be held on _____ at _____
(Date) (Location, physical address)
The directors' meeting shall be held at _____ in _____
(Time) (Location of meeting)
The plays shall begin at (time) _____ and the shows will run back to back (with or without) _____ an intermission.

It is understood that the Contest Manager (1) has paid current dues by the required deadline, (2) agrees to uphold the rules and standards of the One-Act Play Contest as set by the UIL and the TTAO Ethics Code, and (3) will provide a brief vita for program publication.

Payment will include the following to be paid by _____ (Date)
Contest Manager Fee _____ (TTAO recommends \$500 per day)
IRS mileage per mile, car rental and gas, or air fare (round-trip) _____ x (Number of trips) _____ = _____
Local Transportation _____ Parking Fees _____
Hotel _____ Meals _____

Arrangements for the airfare, rental car and lodging shall be made by the Host or the Contest Manager _____

School Districts are encouraged to make direct payment for airfare and lodging. Payment of honorarium and expenses (airfare, mileage, car rental, lodging etc.) shall be identified separately and a check shall be issued following the contest or no later than ten working days following the contest unless this contract is modified to reflect the adjustments. Failure to adhere to these conditions will result in notification of the State Executive Committee.

(Signature of Contest Manager) (Date) Note: TTAO does not collect Social Security numbers. Host schools may ask for the SS# on a W9 form.

(Signature of Contest Site Representative) (Date)

To be completed by the Contest Manager:
I am a member of the Texas Theatre Adjudicators and Officials. (Yes or No) _____
I agree to complete the required annual UIL Contest Manager Certification by Feb. 1st and will present my Completion Certificate to the Host School Representative on the day of the rehearsal. (Yes or No) _____

Note: A copy of this contract does not need to be sent to the State UIL Office or The State Theatre Director