



AMERICAN GI FORUM OF THE UNITED STATES

SERVICE AGREEMENT (CONTRACT)

The following is a professional services agreement between the National American GI Forum (AGIF) and _____ (Contractor's Name) to render services for the 20__ AGIF National Convention to be held in _____, (City) _____ (State) from _____ (Month), ____ (Date) through _____ (Month) ____, (Day), 20__.

Section 1. Statement of Work: The work required consists of managing the planning, execution, on-site registration, fundraising for the American GI Forum National Conference in _____ (City), _____ (State) on _____ (Month) ____ (Day) to _____ (Month), ____ Day), 20__. Assigned project manager and Point of Contact is _____ (Contractor's Name).

Conference Planning: _____ (Contractor's Name) shall:

1. Participate in conference meetings with AGIF Conference Planning Committee.
2. Be able to email, phone, and schedule periodic conference call meetings [twice a month minimum through _____ (Month)] with assigned individual.
3. Participate in _____ (Month) 20__ (Year), weekly meetings until conference.
4. Assist on timetable of on-going planning and activities.
5. Negotiate hotel lodging, food, and beverage contracts as required for lunches on Friday and Saturday and a dinner Friday evening on approved dates.

Financial Management: _____ (Contractor's Name) shall:

1. Assist in developing a detailed conference budget to recommend registration fees, hotel expenses, audio visual, transportation, and other incidental expenses approved by the Conference Committee.
2. Maintain all financial records for the conference, noting actual income and expenses by detailed budget line.
3. Maintain a fully detailed file of all invoices and receipts by budget line item and date.
4. Prepare and coordinate documents for payment for the Conference expenses on invoices and provide receipts, validated by the AGIF Conference Committee.
5. Work with AGIF to secure sponsors and shall receive ____% as compensation for any sponsorships, donors, and any monetary support raised by _____ (Contractor's Name).
6. Seek sponsorships for in-kind donations, which are exempted from any compensation.
7. Disbursement of pre-approved funds by the AGIF Conference Committee.

Conference Registration: _____ (Contractor's Name) shall:

1. Develop and maintain mailing lists of all participants, advertisers, booth displays, sponsors, guests, committee members, and any others pertaining to the Conference.
2. Use credit card service established by the AGIF Conference Committee for conference expenses.
3. Maintain database of all conference attendees, participants (advertisers, booth displays, guests, speakers, and sponsorships, booths, etc.)
4. Organize, print, and provide a printed Conference Program (this will also serve as a fundraising opportunity).

5. The AGIF Conference Committee will provide the Conference schedule, a welcome letter from the AGIF National Commander, National Chairwoman, and National Youth Chair, and other camera-ready art by _____ (Month) _____ (Day), 20__ , for the Conference Program.
6. AGIF Conference Committee shall manage registration by receiving all registration forms and funds, providing weekly reports on registration activities, providing registrants with receipts and any additional conference information. The Committee will produce an attendance roster, including detained breakdown by events registered.
7. AGIF Conference Committee shall develop a secure user-friendly online website registration form.
8. AGIF Conference Committee will make final approval of conference hotel, conference meetings rooms, and meals.

On-Site Conference Support: _____ (Contractor's Name) shall:

1. Manage all administrative support, logistics, and hotel facility concerns.
2. Oversee all on-site operations to insure a smooth conference.
3. Provide two (2) temporary subcontractors (1099) at \$_____/hour to handle conference registration on, Thursday, from 9:00 am to 5:00 pm; Friday, from 9:00 am to 5:00 pm and Saturday, from 9:00 am to 11:00 am. The temporary subcontractors shall give conference participants name badges, swag bags, and other items needed.
4. Process and administer all on-site name badges, registration packages, and coordinate with convention and Visitors Bureau to provide tourist material, maps, and local information for on-site distribution at check-in.
5. Receive and deliver payments with registration information to treasurer from on-site registrations, as well as maintain a message center at registration area (late registration fee of registration \$_____; AGIF shall provide receipt book).

Technical Program: _____ (Contractor's Name) shall:

1. Coordinate printing of workshop agenda and conference bags or any other promotional materials, as requested.
2. Assist in the development of conference brochure, with individual designated to layout brochure, with information obtained through sponsorships.
3. Be responsible for all printing and layout (AGIF is responsible for Conference expenses).

Workshop Planning: _____ (Contractor's Name) shall:

1. Coordinate and manage all exhibitor activities (i.e., notices, rental space agreements, charges, setup, and breakdown times, etc.) and provide exhibitors on-line registration.
2. Determine if exhibitor is interested in sponsoring various conference activities (i.e., icebreakers, entertainment, etc.)
3. Coordinate all necessary arrangements for food and beverage activities and secure food and beverage guarantees.
4. Coordinate all audio-visual requirements and set up with hotel.

Post Conference: _____ (Contractor's Name) shall:

Collaborate with the AGIF Conference Committee within 60 days of the Conference to provide a detained post Conference financial report, noting all income and expenses by budget-line items and net income/loss for the event. (This report shall include any remaining receivables and payables by budget line items.) All participant information is property of the AGIF and will be included in the final report.

Section 2. Compensation:

Management and Contract:

1. _____ (Contractor's Name) will be paid \$_____ for management fees paid by the AGIF Conference to begin completing all of the services described in this Contract.
2. _____ (Contractor's Name) will receive _____% of all fundraising fees from sponsorships _____ (Contractor's Name) obtains.

Section 3. General Information:

Point of Contact

_____ (Contractor's Name) shall be the Point of Contract and shall oversee the correlation of the entire 20____ (Year) AGIF Conference, administer all instructions and answer or obtain answers to all questions during and after the Conference.

Periodic Reports

Bimonthly reports will be prepared and submitted at all phone conference meetings on work accomplished. The report shall include the following: progress for reporting period, coordination made, problems or delays encountered and actions, anticipated progress during the next period, income, and expenses to date, by budget line item.

Services and Materials

All services (except those specified to be furnished by the AGIF Conference Committee), labor and travel necessary to perform the work under the Contract are included in the Contract price. Hotel contracts should allow two (2) complimentary rooms during conference dates (this needs to be negotiated with the hotel).

Conference Supplies

AGIF will provide an AGIF Conference credit card for pre-approved conference expenses (all expenses will be pre-approved by Conference Committee). Upon any purchases, a copy of invoice will be sent to AGIF Conference Committee.

Committee Furnished Property and/or Assistance

The AGIF Conference Committee shall provide materials and guidance on accomplishing the work. An initial mailing list of potential sponsors, an example brochure, and a detailed budget and financial report from a previous AGIF Conference shall be provided. AGIF Conference Committee shall provide letterhead paper and envelopes.

Public Disclosures:

Press inquiries shall be directed to the National Commander for coordination.

Contractor's Name

Date

Business Name