Professional Service Agreement

This agreement, entered into this _____, between _____, hereinafter referred to as "Organization", and Kirsten Albright, hereinafter referred to as "Event Contractor", is made for the purpose of securing the professional services of the Event Contractor to perform those services specified in the Scope of Work section of this Agreement.

Goals of the Work

The Event Contractor and the Organization agree that the goal is to effectively operate check in/check out at the event on _____

Scope of Work

- Operate Auction Data Entry & Receipting
    - Create bid sheets if requested. The actual cost of printing will be billed to the Organization by FedEx or the Event Contractor.
    - Coordinate with Volunteer Chair to train volunteers.
    - Enter bidders and items in auction program if needed. Training can be provided if the Organization imports the data. Bidder and item lists need to be supplied by the Organization.
        - If the Event Contractor is entering information, bidder and item lists need to be entered in the spreadsheet supplied by the Event Contractor. Failure to do so will result in the Event Contractor having to manually enter the bidders and items, leading to increased billed time. Time is billed at $35/hour.
    - Enter sales throughout the event.
    - Produce receipts for all attendees at the end of the event.
    - Organize all necessary registration/checkout functions, including cc processor.
        - Auctria and Stripe or Greater Giving account(s) provided by the Organization.
        - Auctria swipers provided by the Event Contractor or Greater Giving swipers rented by the Organization.
    - Bring to the event:
        - _____ laptop computers, printers and staff members (or more if requested at an additional $200/staffed station)
- Provide final auction and financial donor reports within one day.

Unavailable Services

Event Contractor is not able to assist with soliciting items, donors or providing attendee lists. Each auction is considered confidential – the Event Contractor will not share items, donor, attendee, sales or any other records from other auctions.

The Event Contractor is also not able to assist with AV work during the event or filming/edit video.

Staff will not have time to assist with other jobs at the event, including closing silent, collecting dessert dash sheets, packaging or handing over silent items, clerking for the live auction, etc…

Required Accommodations

The Organization will provide at least one person to clerk for the auctioneer unless otherwise agreed to by the Organization and Event Contractor. Depending on the auctioneer, he or she may bring a clerk. The Event Contractor can supply clerking sheets and training for staff. The Organization may also want to record the live auction/paddle raise by audio or video as well to ensure bids aren't missed. _____

The Organization will provide at least one bid packet runner per two staffed computers to assist with check in. Larger events would benefit from one runner per staffed computer. _____

The Organization will provide the Event Contractor with a copy of the run of show before it's finalized. The Event Contractor may make edits to the run of show to ensure a smooth check out. For example, ending with a "paddle raise" or closing the silent after the live would make check out difficult as the Event Contractor and staff would have to enter the donations or sales before opening check out. _____

The Organization will provide the Event Contractor a bidder list at least one day out. Item lists are required at least 1 day out if the Organization is providing bid sheets or 4 days out if the Event Contractor is sending them to FedEx. After the lists are provided, changes must be tracked separately to ensure edits can be made quickly and accurately. Providing a new list and asking the Event Contractor to play "spot the difference" will result in edits being billed at $35/hour. _____

The Organization agrees to leave registration and check out in the same location unless otherwise agreed to by the Event Contractor. Moving computers/printers mid event can lead to network issues and slow down data entry. _____

The Organization agrees to provide the Event Contractor with high-speed internet. If internet is not available, the Organization needs to inform the Event Contractor so tests can be done with a hotspot to ensure the internet speeds will be sufficient. _____

The Organization agrees to provide the Event Contractor and staff with a plated meal and paid parking. The plated meal may be served in the dining room or at registration. If parking is not free, the Organization agrees to be billed for the actual cost of parking. _____

Terms of Contract

Work will commence _____ and continue through _____

Compensation and Method of Payment

Organization shall compensate the Event Contractor $_____ for operating registration, data entry and check out. It includes the Event Contractor's time to set up the day of the event and 5 hours of additional time from the Event Contractor outside of the event (this includes meetings, phone calls, reports, inputting guests/items, etc….). The Event Contractor will notify the Organization in writing prior to going over the included 5 hours. Time over the initial 5 hours will be billed at $35/hour.

This also includes ____ staff members for up to 5 hours at the event. Additional staff will cost $200 for 5 hours. Any events that go over 5 hours will cost an additional $60/hour per staffed computer. Overtime will be prorated to the nearest half hour. Event Contractor counts as staff for the purposes of overtime for the time the rest of the staff is there.

Payment is due in full 30 days after the event. An invoice from the Event Contractor shall precede all payments. A late fee of $50 will be applied for every 30 days the payment is past due.

Independent Contractor

It is agreed and understood that the Event Contractor is an independent contractor and is not an employee of the Organization. The Event Contractor shall comply with the requirements of all applicable laws, rules and regulations. The Event Contractor shall assume full responsibility for payment of federal, state and local taxes or contributions imposed or required under the social security, workers compensation and income tax laws.

Modification

No change or additions to this agreement shall be valid or binding upon either party, unless such change or addition be in writing and executed by both parties.

Termination

Either party may terminate this agreement with five days' written notice.

Contractor Notes

_____

_____

_____

_____

_____ _____

Print name Print name

_____ _____

Kirsten Albright Date For the Organization Date