

What can you agree in a contract?

- When? Period of the contract - date and time
- Where? Address of the place where the workshop will be
- The name of the organisation
- The name of the speaker / teacher
- Fee
- Compensation travel expenses
- Penalty, when speaker / teacher does not keep the promises
- Be sure that both (representative of the organisation / school and the professional who will come to speak or give a workshop) have signed the contract