



# Idaho Music Educators Association



## All-State Guest Conductor Contract and Agreement

This Contract and Agreement is between the Idaho Music Educators Association and a qualified Guest All-State Honor Group Conductor and Educator. Both parties (I.M.E.A. and the guest conductor) agree to the following:

1. \_\_\_\_\_ agrees to serve as Guest Conductor of the \_\_\_\_\_.  
(First) (Middle) (Last)  
(Name of Honor Group)  
 and performances on \_\_\_\_\_ - \_\_\_\_\_ at \_\_\_\_\_.  
(Month) (Days) (Year) (Location)
2. The I.M.E.A. agrees to pay a fee of \$ \_\_\_\_\_ (\$ \_\_\_\_\_).  
(Honorarium) (Per Day)
3. The I.M.E.A. will reimburse coach airfare or mileage at the current IHSAA (Idaho High School Activities Assoc.) rate – not to exceed the lowest available coach airfare, mileage to/from the home airport, airport parking at the point of departure and fee for one extra bag. It is the responsibility of the conductor to make their own travel arrangements, including travel cancellation insurance. I.M.E.A. does not provide reimbursement for use of a rental vehicle.
4. The I.M.E.A. will pay for hotel accommodations on direct billing and will make the necessary arrangements. Incidentals (i.e. In-room movies, laundry service, snacks, beverages, etc.) will not be reimbursed by I.M.E.A.
5. The I.M.E.A. will reimburse for meals not provided during the event or included with the hotel room at the current IHSAA rate. Receipts are required for all meals. Reimbursement will not be allowed for the purchase of alcoholic beverages.
6. The Guest Conductor is an Independent Contractor of I.M.E.A. and is responsible for payment of all federal and state taxes. The required and signed I.R.S. Form W-9 should be included with the signed contract. Payment will not be made until the form is submitted.
7. The signed I.M.E.A. Reimbursement Form – with all accompanying receipts - must be returned to the I.M.E.A. Executive Director within 30 days of the All-State event.
8. Both Parties (Guest Conductor and I.M.E.A.) agree to save harmless the other party in case of a catastrophic situation which causes I.M.E.A. to cancel the All-State Music Ensembles. A "catastrophic situation" shall include, but not be limited to, an act of God, act of nature (including any epidemic or outbreak of pandemic disease), storm, flood earthquake, fire, act of government or state, war, civil commotion, insurrection, embargo, labor dispute, and any other situation or event out of the reasonable control of the Parties.
9. Both Parties (Guest Conductor and I.M.E.A.) agree to save harmless the other party in case they are unable to serve because of illness or accident. I.M.E.A. will have the right to appoint a substitute to carry out the duties outlined.
10. In the event of the cancellation of this agreement, the party so cancelling shall notify the other party at the earliest possible date prior to the event date. Proper cancellation by mutual agreement relieves the other party of all obligations. THIS CONTRACT NOT VALID WITHOUT ALL SIGNATURES.
11. The Guest Conductor agrees to utilize all of the scheduled rehearsal times as determined by I.M.E.A.



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## All-State Guest Conductor Contract and Agreement

Conductor: \_\_\_\_\_  
(First) (Middle) (Last)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Office Phone #: \_\_\_\_\_

Contract Accepted by: Signature of Conductor

Signature of IMEA Officer or Honor Group Chair.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)

\_\_\_\_\_  
Signature of I.M.E.A. Executive Director

Please return one copy of this contract to the I.M.E.A. State Executive Director by \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.  
(Month) (Day) (Year)

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I.M.E.A. Executive Director:

Honor Group Chair / Contact:

Karen A. Randolph

Chair Name: \_\_\_\_\_

1412 Clearwater Way

Chair Address: \_\_\_\_\_

Twin Falls, Idaho 83301

Chair City, State, Zip: \_\_\_\_\_

executive.director.imea@gmail.com

Chair Email: \_\_\_\_\_

Cell Phone: 208-404-3072

Chair Cell Phone: \_\_\_\_\_

Chair School Phone: \_\_\_\_\_