

"It is not bad manners but good business to make clear-cut contractual agreements."

**TETAAO RECOMMENDED CONTRACTUAL AGREEMENT
CONTEST MANAGER AND CRITIC JUDGE**

Critic Judge: _____
(name and address)

(city, state and zip) (E-mail address)

(home phone number) (work phone number) (FAX number)

Contest Manager: _____
(name and address)

(city, state and zip) (E-mail address)

(home phone number) (work phone number) (FAX number)

This is to confirm the agreement between the contest manager and the critic judge for conference
(circle one): **A** - **AA** - **AAA** - **AAAA** - **AAAAA**

Zone _____, District _____, Area _____ or Region _____ One-Act Play Contest.
(number, description) (number) (number) (number)

The contest shall be held on _____ at _____ in _____.
(day, date, year) (location) (city)

The director's meeting shall be held at _____ in _____.
(time) (location of meeting)

The contest shall begin at _____ and the shows will run back to back with or without one intermission
(time) (circle one)

It is understood that the critic judge (1) has paid current TETAAO/TETA dues by the required deadline, (2) has not adjudicated this particular contest two consecutive years prior to this event, (3) agrees to uphold the standards of the One-Act Play Contest as set by the UIL and the TETAAO Ethics Code, and (4) will provide a brief vita for program publication.

Payment will include the following:

Critic judging fee _____ (TETAAO recommends \$35 per play, \$200 minimum) to be paid by _____ (date)
IRS mileage per mile, car rental and gas, or air fare (round-trip) _____
Local Transportation _____ Parking Fees _____
Hotel _____ Meals _____

Arrangements for the airfare, rental car and lodging shall be made by the (circle one)
(a) critic judge (b) contest manager (c) hosting organization

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 critique or no later than ten working days following the contest unless this contract is modified to reflect the adjustment(s) _____. **Failure to adhere to these conditions will result in notification of the State Executive Committee.**

It is recommended that this contract be executed as early as possible, but no later than **February 1** of the contest year and a contract shall be issued within 10 days of any verbal agreement. If the contract is not issued within 10 days the verbal agreement shall not be binding on the critic judge. This contract shall be signed and dated by the critic judge and contest manager or responsible administrator. A signed copy shall be provided to the critic judge, contest manager and State Theatre Director, University Interscholastic League, P.O. Box 8028, Austin, Texas, 78713-8028.

The contest manager is responsible for providing (by phone) the critic judge with play titles immediately following the Title Entry Deadline; for area or regional, on entry deadline dates. Scripts requested by the critic judge for zone and district (and when possible above the district level) shall be provided through the contest manager.

(Signature of critic judge) (Date) (Critic judge's Social Security Number)

(Signature of contest manager) (Date)