**AGO National Conventions**

**Sample Documents: Recordings**

**LETTER OF AGREEMENT**

BETWEEN

The Steering Committee of the 20\_\_\_\_\_ AGO National Convention, on behalf of the American Guild of Organists, a corporation, with offices at 475 Riverside Drive, Suite 1260, New York, New York 101l5 (hereinafter referred to as "AGO") and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as "Coordinator”) to coordinate audio recording services at the 20\_\_\_\_\_ AGO National Convention in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The parties agree as follows:

Services: To coordinate for audio recordings of concerts, worship services, NYACOP finals, NCOI finals, the National AGO annual meeting, and other events as specified in the attached schedule. In the case of repeated events, the Coordinator will schedule the recording of both occurrences. To coordinate the production of three CDs from each recorded event, with minimal editing end other post-production services. These CDs shall be high-quality, meeting the broadcast standards of Pipedreams (Michael Barone) and American Public Media. For recording formatting details see Attachment A.

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times: As specified in the convention schedule. (See Attachment B)

Venues: As specified in the convention schedule. (See Attachment B)

Budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (US Dollars). The Coordinator will record events per Attachment B. Coordinator will provide name, address, Social Security number or Tax ID number for payment to be made. Payments will be made upon receipt of the CDs. All fees paid are inclusive of equipment, travel, time, and blank CDs. CDs will also be created from recordings made through Arts Laureate. Fee is for \_\_\_\_\_\_\_\_ events at $\_\_\_\_\_\_\_\_\_ per event.

l. The AGO will not be responsible for any other expenses incurred by the Coordinator and sub-

contractors other than those listed in the above paragraph.

2. The AGO agrees to include the Coordinator's name in the 20\_\_\_\_ convention program book.

3. All convention participants and vendors are prohibited from making any public statements disparaging any instrument or builder or other vendor, or use their national convention service to advertise or promote one product over another.

4. If the Coordinator is prevented from performing his duties due to illness, disruption of travel, or any reason beyond his control, the AGO reserves the right to substitute another recording coordinator for the same dates with all parts of this agreement automatically transferring to the newly selected Coordinator.

5. This agreement is made solely between the parties named at the outset and nothing in this agreement shall be interpreted to imply any rights or obligation on the part of any third party, including without limitation, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter of the American Guild of Organists.

6. This agreement will become effective upon the signature of the Coordinator and the AGO, constitutes the entire agreement between the parties, may be amended only in writing signed by both parties, shall be interpreted and governed by the laws of the State of New York without reference to conflicts of laws.

7. Any dispute arising under the terms of this agreement shall be resolved by arbitration in New York, New York, under the then-prevailing rules of the American Arbitration Association, before

one arbitrator. Any such arbitration shall be held on an expedited basis and shall be concluded within one day. The decision of any such arbitrator shall be final and entry of the award of any such arbitrator may be entered by any court of competent jurisdiction.

For the American Guild of Organists

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Executive Director

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Recording Coordinator

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (mobile): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator’s Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator’s Social Security or Federal Tax ID number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Chair, 20\_\_\_\_ AGO National Convention Technology Committee