

# INDEPENDENT CONTRACTOR CHECK LIST

Name \_\_\_\_\_ e-mail \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Class Dates \_\_\_\_\_ Dates posted on Guild calendar \_\_\_\_\_

Contract Board Approval: \_\_\_\_\_

Contract executed Dates: Mailed \_\_\_\_\_ Received \_\_\_\_\_

Signed by Contractor and President \_\_\_\_\_

Returned to Treasurer with PR attached \_\_\_\_\_

Payment prepared by Treasurer for payment to contractor at close of service \_\_\_\_\_

Class Fees \_\_\_\_\_

Additional Fees \_\_\_\_\_

No. of Students in class \_\_\_\_\_ Cost/Student \_\_\_\_\_

Class Supply List Received \_\_\_\_\_ Loom Set-up Received \_\_\_\_\_

Class Announcement posted and announced to membership \_\_\_\_\_

Class Signup sheet available at meetings and website registration \_\_\_\_\_

Lodging \_\_\_\_\_ Transportation \_\_\_\_\_

Meals \_\_\_\_\_

Program \_\_\_\_\_ Reception \_\_\_\_\_

Looms reserved for workshop participants \_\_\_\_\_

Participants signed up for reserved looms \_\_\_\_\_

Loom set up and yarn requirements and AV needs requested \_\_\_\_\_

Yarn Store advised of yarn requirements \_\_\_\_\_

Loom set up and yarn requirements sent to participants \_\_\_\_\_

Room set up requirements sent to VP \_\_\_\_\_

Contractor Dietary restrictions, allergies to pets, etc. requested \_\_\_\_\_