

## JUDGE'S LETTER AGREEMENT

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

Judge's Name: \_\_\_\_\_

Judge's Address: \_\_\_\_\_ City, St, Zip: \_\_\_\_\_

Dear \_\_\_\_\_:

This is to confirm our offer for you to judge the \_\_\_\_\_ (name of competition) to be held on \_\_\_\_\_, \_\_\_\_\_ (yr), at \_\_\_\_\_ (city & state). The classes (divisions) you are to judge are: \_\_\_\_\_. They will begin on \_\_\_\_\_ (date) and the committee would like for you to be available 15 minutes prior to the start of your first class.

Your fee, as stated in our conversation, is \$ \_\_\_\_\_ for a day of \_\_\_\_\_ hours or less, and \$ \_\_\_\_\_ per hour for each hour over \_\_\_\_\_ hours. We will reimburse you for the following expenses:

1. Round trip coach airfare from \_\_\_\_\_ to \_\_\_\_\_; or
2. Mileage from \_\_\_\_\_ to \_\_\_\_\_ at the rate of \_\_\_\_\_ per mile;
3. Incidental expenses such as airport parking, meals while traveling, mileage to and from the airport, and \_\_\_\_\_.

We will provide an advance in the amount of \$ \_\_\_\_\_ to cover incidental expenses you may incur while traveling. We will require receipts and a copy of your airline ticket before reimbursing any expense other than mileage.

We have arranged for \_\_\_\_\_ nights lodging at the \_\_\_\_\_, which does/does not have a restaurant on the premises. We will pay directly for your lodging and meals. We will/will not have someone meet you at the airport. However, a car has been rented in your name at \_\_\_\_\_ car rental company.

Other conditions and terms:  
\_\_\_\_\_

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If you accept this judging assignment pursuant to the terms stated in this letter, please sign the enclosed copy of this letter and return it to us at the address printed below by \_\_\_\_\_ (date). We must receive your signed acceptance by this date; otherwise, our verbal agreement for you to judge the show will be cancelled and we will make other arrangements for judges.

We look forward to working with you.

Sincerely,

Show Manager Name: \_\_\_\_\_

Name of Show: \_\_\_\_\_

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

Agreed: \_\_\_\_\_ Social Security No. \_\_\_\_\_  
(Judge's Signature)