



## WORKSHOP CONTRACT

Workshop Title:	
Host Organization:	
Session Format:	
Desired Date & Time:	
Location:	

This document represents a legally binding contract between MAS-SSF and the workshop host (organization) listed above. Both MAS-SSF and the workshop host agrees to the following conditions:

1. Responsibilities of MAS-SSF:
  - a. Design the flyer for the event and send the soft copy
  - b. Create an event page on the website
  - c. Create the FB event page with RSVPs for registrations
  - d. Market the event through their newsletter and social media platform
  - e. Send hard copies of the flyer to be placed at the organization
  - f. Prepare printables, handouts, forms, etc ...
  - g. Provide snacks on the day of
2. The host will:
  - a. Share the flyer on the newsletter and social media
  - b. Place the flyer at the organization
  - c. Co-host the FB event
  - d. MAS-SSF khutba for the day of
  - e. MAS-SSF Tabling at Jummah for the day of (if applicable)
  - f. Set up the room with MAS-SSF's instructions
  - g. Provide speakers and projector for the day of
3. Workshops are provided for free unless otherwise stated.
4. Workshops must be booked at least 30 days in advance.



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5. The workshop host agrees to provide an open space to conduct the workshop, and if needed, provide chairs, a table, and Audio/Visual equipment for use if requested by MAS-SSF.
6. MAS-SSF will provide the workshop host with information and assistance for advertising purposes. The workshop host may advertise through the use of flyers, website, internet lists/posts, and other publications. The use of materials copyrighted by MAS-SSF is granted for this purpose only.
7. MAS-SSF has the right to distribute information regarding future workshops, events, or publications during the workshop.
8. Should either party have a valid reason for canceling the workshop, a second mutually acceptable date will be sought. If no such date can be found, the party canceling shall reimburse the other party for any expenses incurred.

MAS-SSF: \_\_\_\_\_

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

Workshop host: \_\_\_\_\_

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