

MEMORANDUM OF UNDERSTANDING

ORGANIZER: \_\_\_\_\_

TO: \_\_\_\_\_ DATE: \_\_\_\_\_, 20\_\_

1) We are extending an invitation for you to officiate as \_\_\_\_\_  
at \_\_\_\_\_ to be held at \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_

2) The competition is scheduled to start at \_\_\_\_\_ AM/PM on \_\_\_\_\_  
and terminates by \_\_\_\_\_ AM/PM on \_\_\_\_\_

3) Please check in with the Chairman of Adjudicators upon arrival.

4) You will be compensated \$ \_\_\_\_\_ as your fee plus free admission for your spouse or escort.

5) Accommodation has been arranged for you at \_\_\_\_\_  
\_\_\_\_\_

6) Your travel arrangements can be arranged by us or, if you prefer, by yourself. Please let us know. If you intend to work elsewhere during the same trip, we ask that you charge us only our pro-rated share of expenses.

If acceptable, please sign the second copy enclosed herewith and return no later than

\_\_\_\_\_, to: \_\_\_\_\_.

If, so any reason, you are unable to attend, would you please advise us in advance so that arrangements for a replacement can be made.

We are looking forward to your participation.

Sincerely,

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_