



Lectures & Workshops Contract

First things first – Thanks for considering me. I love quilting! I love teaching about quilting! I am thrilled and honored to stand before your group and share the best that I have. I design *all* my classes and lectures to be encouraging, entertaining and educational.

- *What you get from me* – With over 100 videos for Fons & Porter, Quiltmaker magazine and others and several published quilt designs I bring experience, quilt knowledge and professional speaking to your group. Not only do I share humorous and relatable quilt stories, I also provide practical ideas for every attendee. I thrive on answering questions, providing solutions and taking the fear out of quilting. My lectures, classes and quilts are always enjoyed and remembered.

- *What I need from you* – 1. Contact me right away to check dates! You have a dream date in mind and I want to save it just for you. 2. Read over my descriptions, requirements, and, associated fees. Let me know, as soon as possible, if you have any questions or concerns. 3. After we have sorted out the details, fill in this contract, sign, date and return to me either by email or two copies in a self-addressed envelope. I will sign and return one to you. This way all the lawyers are happy.

- *When I come for a visit* – Keep two things in mind. 1. There is a *minimum* requirement of two events. You may make it any combination of lectures and workshops. 2. I will be *selling* merchandise at these events. Please double-check that sales are allowed.

- *How am I going to get there? If I drive* - Round-trip mileage is required at the current federal rate for each trip I make to you. Locations farther than 100 miles from Denver, CO require hotel lodging and round-trip mileage and may also include lodging along the way to your guild location. *If I fly* - guilds are responsible for reimbursement of the purchased ticket *as soon as* tickets are purchased and I provide receipts. Guilds are also responsible for other expenses such as fees for checked baggage and shipping.

- *Where am I going to stay and eat?* If your guild or shop is within 100 miles of Denver CO, no lodging will be required, except in the event of bad weather. I am fine with a private room in a home or hotel room. If I am staying alone in a hotel I need a secure hotel with all the room doors on the inside hallway, accessible through a safe lobby. Keep in mind I may have to fly in the day before. I love a home cooked meal or dining with guild members. If I am on my own between your events, I will provide receipts for reimbursement, not to exceed the current IRS per diem rate.

- *When I lecture.* To provide a great lecture to you, I need just a few things: 1. Microphone, 2. One or two quilt stands, 3. One or two long tables, 4. Two or three helpers, with holding-and-folding and sales.

- *When I teach.* Fees for all workshops are based on a class size up to 20 students. I charge an additional fee of \$20 per student but I have to limit it to 40. The equipment I need will vary depending on the workshop. However, plan on two tables and chairs up front and a quilt stand.

- *Need to cancel?* If disaster strikes and you need to cancel this contract prior to 6 months before the contracted dates, there is no cancellation fee. If the guild cancels within 6 months of the contracted dates, the guild will be charged a \$100.00 cancellation fee. Before cancelling, contact me and see if we can reschedule. You have come this far, I would hate to lose you!

One more thought - I am happy to piggy-back visits with other local guilds or shops. Please contact guilds within your area to see if there are any that are willing to share expenses.

Guild/Organization: _____
Representative: _____
Mailing Address: _____
City, State, Zip: _____
Contact phone: _____
Contact email: _____

Fees through Dec 31, 2020:
Trunk show/Lecture: 1 hour -\$300 plus expenses
Full Day Workshop: 6 hour - \$550 plus expenses
Half Day Workshop: 3 hour - \$425 plus expenses

Lecture: Date: _____ Time: _____
Program: _____ \$ _____

Location of Lecture: Please include name of building, street address, zip and phone:

Workshops:
Date: _____ Time: _____
Workshop: _____ \$ _____

Date: _____ Time: _____
Workshop: _____ \$ _____

Location of Workshops: Please include name of building, street address, zip and phone:

Fee/ Lecture Total: \$ _____
Due immediately after engagements

Estimated Travel Method/Expenses:

Mileage/Rental: _____
Airfare: _____
Lodging: _____
Meals: _____

Estimated Travel Total: \$ _____
Due when receipts are submitted to guild

Jenny Kae Parks
Thank You!

Guild/Organization/Shop Representative

Jenny Kae Quilts - Phone 720-820-0252
8849 S Dudley Street
Littleton CO 80128
Email: jennykae@jennykaequilts.com

Second Guild/Organization/Shop
Representative

Make checks payable to Jenny Kae Quilts - FEIN: 46-3986949