



### Lectures & Workshops Contract

**Thanks for considering me.** I am 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.

• **About me** – With over 150 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.

• **Virtual or On-Location?** Which are you interested in? Contact me right away to check dates! You have a dream date in mind and I want to save it just for you. Read over my descriptions, requirements, and, associated fees. Let me know, as soon as possible, if you have any questions or concerns. After we have sorted out the details, fill in this contract, sign, date and return to me. I will sign and return to you.

• **Virtual** – All Lectures and Workshops can all be done virtually using Zoom. I will offer a discount, good for 48 hours after the event on all my merchandise. No recording of the presentation can be done by the guild without written permission.

• **On-Location** - *When I come for a visit* – 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. *If I drive* – Mileage (round-trip and in-town) will be charged at the current IRS rate. *If I fly* - guilds are responsible for reimbursement of the purchased refundable tickets *as soon as* I provide receipts. Guilds are also responsible for other expenses including 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 with a room entrance in a secure lobby. If I am on my own for meals 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 for you, I need 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 workshops are based on a class size up to 20 students. I charge an additional fee of \$25 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.

• **Need to cancel?** If you need to cancel this contract prior to 6 months before the contracted dates, there is no cancellation fee. If you cancel within 6 months of the contracted dates, the guild will be charged a \$200.00 cancellation fee. Before cancelling, contact me and see if we can reschedule. You have come this far, I would hate to lose you!

\_\_\_\_\_  
Initials /Date Jenny Kae Parks

\_\_\_\_\_  
Initials /Date Guild/Organization Representative

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

**On-Location Fees through Dec 31, 2021:**

Trunk show/Lecture: 1 hour -\$300 plus expenses  
Two Full Day Workshop: 12 hours - \$850 plus expenses  
Full Day Workshop: 6 hour - \$575 plus expenses  
Half Day Workshop: 3 hour - \$425 plus expenses

Lecture: Date: \_\_\_\_\_ Time: \_\_\_\_\_ \$ \_\_\_\_\_

Program: \_\_\_\_\_

Average attendance: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**Workshops:**

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

Workshop: \_\_\_\_\_ \$ \_\_\_\_\_

Average attendance: \_\_\_\_\_

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

Workshop: \_\_\_\_\_ \$ \_\_\_\_\_

Average attendance: \_\_\_\_\_

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 invoice/ receipts are submitted to guild

\_\_\_\_\_  
Jenny Kae Parks  
Thank You!

\_\_\_\_\_  
Sign/ Date Guild/Organization/Shop Representative

Jenny Kae Quilts - Phone 720-280-0252

8849 S Dudley Street

Littleton CO 80128

Email: [jennykae@jennykaequilts.com](mailto:jennykae@jennykaequilts.com)

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

\_\_\_\_\_  
Sign/Date Second Guild/Organization/Shop

Representative

**Virtual**

Fees through Dec 31, 2021:

Trunk show/Lecture: 1 hour - \$300

Two Day Workshop: 12 hours - \$850

One Day Workshop: 6 hour - \$575

Half Day Workshop: 3 hour - \$425

Lecture: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Program: \_\_\_\_\_ \$ \_\_\_\_\_

Workshops:

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

Workshop: \_\_\_\_\_ \$ \_\_\_\_\_

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

Workshop: \_\_\_\_\_ \$ \_\_\_\_\_

Fee/ Lecture Total: \$ \_\_\_\_\_

Due immediately after engagements

\_\_\_\_\_  
Jenny Kae Parks  
Thank You!

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Sign/ Date Guild/Organization/Shop Representative

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