



## 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. Please let me know your dream dates as soon as possible.

Virtual - All Lectures and Workshops can all be done virtually using Zoom. No recording of the presentation can be done by the guild without prior written permission.

On-Location – There is a minimum requirement of two events which may be any combination of lectures and workshops. I will be selling merchandise at these events. Please double-check that sales are allowed.

Transportation, Lodging and Meals – Transportation is paid by the guild and includes applicable air fare, rental car fees and/or mileage (round-trip and in-town) at current IRS rate. Air fare is due to speaker upon guild's receiving receipts of speaker's purchase. Lodging is provided by the guild and may be a private room in home or rental lodgings. Meals are provided and/or paid by guild, not to exceed the current IRS per diem rate, after receipts are provided by speaker. In the event of delays or overnight stays due to in bad weather, the guild pays the additional costs.

Deposit - \$150 deposit is required with the signed contract to hold the guild's date/s. It is credited to the event total. If the event/s is canceled 6 months prior the contracted dates, \$100 will be refunded to the guild. If event/s is canceled within 6 months of the contracted dates, no portion of the deposit will be refunded.

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

\_\_\_\_\_  
 Initials /Date Shop/Organization

Shop/Organization: \_\_\_\_\_

Representative: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

On Location

Fees through Dec 31, 2024:

Trunk show/Lecture: 1 hour -\$400 plus expenses

Full Day Workshop: 6 hour - \$600 plus expenses

Half Day Workshop: 3 hour - \$475 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:

\_\_\_\_\_

\_\_\_\_\_

Deposit Credit \$ \_\_\_\_\_

Event 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 Primary 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

\_\_\_\_\_  
Sign/Date Secondary Representative

Virtual

Fees through Dec 31, 2024:

Trunk show/Lecture: 1 hour - \$400 plus expenses

Full Day Workshop: 6 hour - \$600 plus expenses

Half Day Workshop: 3 hour - \$475 plus expenses

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

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

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

Workshops:

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

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

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

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

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

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

Deposit Credit \$ \_\_\_\_\_

Event Total \$ \_\_\_\_\_

Due immediately after engagements

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

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Sign/ Date - Primary Representative

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