



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. Virtual workshop fees are based on classes up to 20 students. The guild may have an additional 10 students (30 total) at an additional \$20 each.

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. Workshop fees are based on classes up to 20 students. The guild may have an additional 10 students (30 total) at an additional \$20 each.

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/are canceled 6 months prior the contracted dates, \$100 will be refunded to the guild. If event/s is/are canceled within 6 months of the contracted date/s, 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
Make checks payable to Jenny Kae Quilts

Sign/Date Secondary Representative

Virtual
Fees through Dec 31, 2024:
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