This is to confirm that Julia Graves will present workshop(s) and/or lecture(s) for:
Conference/Guild/Store name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Lecture or Workshop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lecture/Workshop Title(s) Date(s) Time

1)

2)

**LECTURE/PROGRAM REQUIREMENTS**

* Julia’s lectures/programs have a computer presentation, so, if available, a screen should be provided or a blank white wall on which to project the presentation, but this is not absolutely necessary. Julia will provide a computer and projector.
* Three-four tables should be provided for Julia’s use for quilts and merchandise, plus at least two helpers to hold up and fold quilts.
* Promotional Materials: Lecture descriptions can be emailed to you.
* Responsibilities: The organization is responsible for obtaining, unlocking, setting up, taking down, cleaning and securing the lecture/program space.

**CLASSROOM REQUIREMENTS**

* The classroom should have table space enough for each student to work at a sewing machine, a cutting area, an ironing area, and good lighting and ventilation, plus two tables for the instructor’s use.
* Promotional Materials: Class descriptions will be emailed to you.
* Supply Lists and Class Handouts: A master copy of both of these items will be emailed to the workshop chairperson to copy and distribute after contract is received. Some classes have additional supply fees.
* Pre-Orders: Some classes require 30 day advance ordering to ensure availability
	+ Gemstone Bling – # of patterns/fabric bundles needed for each gem
	+ Shimmering Triangles – provide student emails to send pattern
* Responsibilities: The organization is responsible for obtaining, unlocking, setting up, taking down, cleaning and securing the classroom space.

**MERCHANDISE**

* Julia will be permitted to promote and sell merchandise at the venue. The hosting organization will not collect any percentage or fee for sales.

**TRAVEL ARRANGEMENTS** / **ACCOMMODATIONS**

* All travel expenses will be paid by the Guild/Shop. Prepaid expenses, such as air fare, will be reimbursed within 2 weeks of receipts being provided.
* Mileage when driving (current IRS rate), plus $20 tolls (if driving Hwy 267).
* Overnight accommodations at nearby hotel for venues further than 50 miles.
* $100/day travel fee for travel > 200 miles one way or air travel.
* Per diem at IRS rates for overnight stays or guild provides meals

**FEES**

* Lectures: $400 for a 1 hour lecture, plus Q&A session.
* Workshops: $400 for half day (up to 3 hours) and $700 for full day (up to 6 hours) for up to 20 students. Additional students may be added for an additional fee of $15 per student, per day, up to a maximum of 30 students, providing the classroom is adequate.
* Lecture must be booked with two full day workshops for venues > 200 miles
* Travel Expense Estimate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Payment: Fees & travel expenses to be paid immediately upon completion of lecture or workshop. Checks should be made payable to Julia Graves.

**CANCELLATIONS**

* Lectures/workshops may be cancelled with at least 30 days written notice. If the venue is > 200 miles and any workshop is cancelled, the cancelled workshop fee must still be paid if Julia comes to lecture and/or teach, unless the remaining events are rescheduled to Zoom. If illness, accident, act of God or unavoidable circumstances occur and a mutually satisfactory rescheduled date cannot be arranged, it is agreed that this contract will be null and void. Otherwise, if cancelled with less than 30 days written notice, the organization is responsible for fees and costs incurred.

I have read the above contract, and I understand and agree to the terms:
Guild/Conference/Shop Representative
Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature:                          \_\_\_\_     \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Julia Graves:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_