

SUSAN BRUBAKER KNAPP

2018 Lecture and Workshop Contract

This agreement is between Susan Brubaker Knapp and _____

Program Director:	Susan Brubaker Knapp
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PRESENTATION

Presentation title	
Presentation date	Presentation time
Presentation location	
Presentation fee	\$550 for a one-hour presentation
Equipment needed	<ul style="list-style-type: none">■ A screen (or white wall).■ The room where presentation is held must be able to be darkened.■ Small table to hold digital media projector and laptop computer.■ Additional 2 large tables to hold quilts and patterns.■ Access to electrical outlet and extension cords, if needed.
Estimated attendance	

WORKSHOP #1*

Workshop title	
Workshop date	Workshop time
Workshop location	
Workshop fee**	\$550 for 3-hour workshop OR \$800 for 6-hour workshop Small kit fee may also apply, depending on workshop
Equipment needed (Depends on workshop chosen)	<ul style="list-style-type: none">■■■■■

*For engagements requiring more than four hours of car travel, or air travel, I require a minimum booking of one lecture and two six-hour workshops.

**Workshops are generally limited to 20 participants. If for some reason you need to increase the size of the workshop, please check with me prior to offering it to your members. If extra students will be participating, the fee for each student over the 20 person class limit is \$25. Classroom, tables and extra supplies needed must accommodate extra students. Workshop supply list will be provided in PDF.

WORKSHOP #2*

Workshop title

Workshop date

Workshop time

Workshop location

Workshop fee* \$550 for 3-hour workshop OR \$800 for 6-hour workshop
Small kit fee may also apply, depending on workshop

Equipment needed ■
(Depends on workshop chosen) ■
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WORKSHOP #3*

Workshop title

Workshop date

Workshop time

Workshop location

Workshop fee* \$550 for 3-hour workshop OR \$800 for 6-hour workshop
Small kit fee may also apply, depending on workshop

Equipment needed ■
(Depends on workshop chosen) ■
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TRANSPORTATION

The organization is responsible for all transportation costs related to each lecture and/or workshop. This includes round trip airfare, baggage (this may include one suitcase for personal items, plus one suitcase for quilts and/or workshop materials), travel expenses to and from both airports, any parking fees associated with travel or, if traveling by car, the latest IRS mileage fee. This also includes shipping costs for paints or other materials for classes that cannot be brought on an airplane due to federal regulations; they will need to be shipped via UPS at the group's expense. It does not include fees to ship books or other merchandise; I cover that.

To keep costs down, I don't bring my sewing machine with me when I fly. If the class chosen requires a machine, and I am flying to the location, the group needs to provide a sewing machine for demonstrations during class; my preference is a Bernina. I can use a student's machine, but prefer to have a machine of my own, as it is easier to position and set up so that all students can see the demonstrations.

If air transportation is necessary, I will book all air travel arrangements and inform the contact person of the organization of my flight arrangements. All transportation for the duration of my visit will be the responsibility of the organization, unless I am traveling by car, and then all addresses for facilities need to be given to me at least one week before my visit.

Transportation method (air, car)

ACCOMMODATIONS AND MEALS

The organization will provide accommodations with one of their members, or at a hotel. Wherever I am lodged, I require a private bedroom and private bathroom in a non-smoking environment. All meals are the responsibility of the organization. If meals cannot be provided, I require a \$35 per diem. Please note: I am allergic to shellfish.

Name of guild member or hotel

Street address

Phone

E-mail

Reservation number

FEES

Presentation and workshop fees are to be paid at the end of my visit to your organization unless other arrangements have been made at the time of booking. Please let me know if you require an invoice or IRS form W-9.

CANCELLATION POLICY

Groups needing to cancel lectures and/or workshops may do so 30 days prior to my visit. If cancellation is made within 30 days before my visit, the organization will be responsible for payment of lecture and/or workshops that would have taken place.

Tickets will be purchased a minimum of 30 days prior to travel. If tickets have already been purchased before there is a need to cancel, the organization will be responsible for the reimbursement of all purchased tickets, charges and penalties incurred.

If, at any time, I need to cancel these arrangements I will make every effort to reschedule at the earliest possible convenience. Ticket change fees or penalties will be my responsibility.

Speaker's signature

Date

Group representative's signature

Date