



Letter of Agreement / Contract for
Workshops & Lectures

A signed copy of this document must be part of any agreement between Elizabeth Dillinger and you(r) group. The Agreement must be completed, signed by you and returned to Elizabeth Dillinger no later than 90 days prior to Elizabeth's departure for your venue. (120 days for international venues) If you would like to reserve dates before you know the exact location of your event, or the exact workshop your group wants to book, you can request to reserve your dates with Elizabeth by sending an emailing or a letter from your group. Please read this entire contract before requesting that Elizabeth reserve time in her schedule for your group. If your group has its own contract, this contract will also be required in addition to your contract. Please cross out and initial any clauses in your contract that are in conflict with the requirements spelled out in this contract.

This is to confirm our verbal agreement that Elizabeth Dillinger will present workshop(s) and/or lecture(s) for:

Conference / guild name:

Address: _____
Phone: _____
Email & website: _____
To be held on date(s): _____
Fees are as Follows: _____

Trunk Shows: US/CDN \$200 Guilds and Groups
(Plus 0.40¢/km travel expense + accommodations and meals if necessary)
US/CDN \$300 Out of Province/Country Lectures and Classes
(Plus Travel expenses and signed contract)
Show is 60-90 minutes including Q&A.

Due to ongoing quilt shows and exhibitions, some quilts may not be available for lecture displays. Power point or slide show presentations will be used as an alternative. Controlled room lighting, projector screen or a white wall will be required for best viewing results.

Workshops:

Some workshops will have kit fees. See individual workshop descriptions.

For Out of Country Workshops:

Depending on the class selected and customs regulations, a supply list and where you can find the supplies will be provided. The \$300 Out of Province/Country fee plus the student fee will apply.

For students to get individual attention and the best learning atmosphere, The ideal class size is 12 to 15 students per class. Additional classes can be arranged the same day with a maximum of 2-3 hour classes per day. If Elizabeth is required to stay an additional day for teaching, there will be an additional \$50.00 cost plus regular student fees. If Elizabeth flies to your location, there may be an additional handout fee in some workshops. This is due to the high cost of shipping, and the new 50 pound limit on the airlines. If you prefer, Elizabeth can send your group a master copy of the handout, which you can print and collate for the group members. In this case you will be responsible for collecting the cost of the handout from the students.

Extra Days: If Elizabeth needs to spend extra time at your location in order to save the guild or conference money on air fare your guild/conference will be responsible for all expenses on these extra days. Sometimes Elizabeth's husband or friend may travel with her, this additional expense will be solely Elizabeth's responsibility. Unless it's a class assistant due to a large group and pre arrangements' have been made.





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General Requirements for Classrooms and Lecture Halls

EQUIPMENT NEEDED FOR LECTURES

I will be using a digital projector and computer. If a digital projector is available at your venue, please let me know. Otherwise I will bring my own projector. You will need to provide:

Lighting controlled room. Projected images is best viewed in a dimmed room.

Projector stand

Podium or professional music stand for reading notes.

Small table near podium for computer

Screen which is large enough to see clearly from the back of the room.

If more than 30 people will be in the audience, please have a large screen or large blank, white wall available. Slides shown on a home movie screen cannot be seen from the back of the room. If you meet in a church that has not been used for slide lectures in the past, please check the setup ahead of time.

- Public address system for audiences of more than fifty people.
- Two or more tables for display of work
- Quilt stand(s) for hanging quilts (if available)

WORKSHOP CLASSROOM REQUIREMENTS:

- Room that can be dimmed. Projected images will not show up in a light room.
- Projector stand
- At least two tables for display and one additional table for demonstration.
- Table space with enough room for each student to work at a sewing machine, with a large cutting board and iron next to it. (Ideally, one table per student)
- Room must have adequate lighting and ventilation

Power outlets and electrical capacity to support sewing machines and at least one iron for every four students. Access to the circuit breaker box is very important in case this is miss-calculated. (Do not ignore this requirement)

Additional equipment requested if available:

- Quilt Stands
- Overhead projector (selected workshops only) see individual room setup requirements





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TRAVEL ARRANGEMENTS:

Travel arrangements will be made by Elizabeth or the travel agent of the conference/guild, with Elizabeth's agreement on dates of travel, routes, airlines etc. In order to book the most economical air transportation, Elizabeth must be provided with exact dates and times of workshops and other events at least 90 days prior to the first scheduled event. If your failure to provide this information results in increased travel expenses, your group will be solely responsible for paying the difference in cost.

EXPENSES:

All travel expenses will be borne by the guild / conference. These include:

Air Transportation: Round trip air fare, transportation to and from the airport to Elizabeth's home either by taxi or personal vehicle. Transportation to and from the airport to lecture/workshop location(s) either by taxi (fare + highway tolls) or transportation provided by a guild or group member.

Ground Transportation: 40¢ per kilometer by car, highway tolls, Depending on distance from lodging to lecture / workshop, taxi or pickup by a guild or group member will be required

Lodging: A private room in a hotel, motel, or dormitory (if held on a university campus) Food must be available in or near the hotel.

Meals: Meals provided by a guild member, or conference

INTERNATIONAL WORKSHOPS

All fees are listed in US dollars. Unless other arrangements have been made in advance, payment from your group will be in the form of an international money order/Bank Draft in US dollars, email money transfers or Paypal.

LODGING provided by your group will be at:

Name of hotel or motel : _____
Street address: _____
City and Zip/Postal Code: _____
Phone: _____
Reservation #: _____

AGREEMENT OF PROGRAM CHAIR/CONFERENCE DIRECTOR TO DISTRIBUTE THIS INFORMATION:

The program chairperson understands that she may not be the person doing airport pickups, preparing meals, and setting up class and lecture rooms. She may also have passed on the office of program chair to someone else before Elizabeth's visit. Therefore, the program chairperson agrees to pass on the information contained in this Letter of Agreement to all of the group members, hostesses and caterers, etc. in charge of these activities.

CANCELLATIONS:

The Guild may cancel a workshop due to insufficient enrollment at any time prior to the purchase of non-refundable airline tickets, or any other expenses incurred by Elizabeth. If a workshop is canceled due to insufficient enrollment, Elizabeth must be notified before she incurs any expenses. If a workshop is canceled after the purchase of airline tickets, the guild will be responsible for the cost of the tickets. Any engagement that is cancelled while I am en route or at the engagement location, the sponsor will be responsible for all contracted fees. If I am unable to fulfill this contract due to illness, injury, or serious family emergency all previously incurred expenses are my responsibility.





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IMPORTANT:

Please fill in ALL of the requested information below, including: date, name of venue, street address, city, zip/postal code, phone number and time. I will be driving to a place I have never been before, and will need to print maps and directions from the internet before leaving home. I also need to leave contact information with my family when I'm on the road.

Primary Contact Information:

Name: _____ Phone: _____

Address: _____

Alternate Contact Information:

Name: _____ Phone: _____

Address: _____

Lecture(s) requested

Title of lecture: _____

date: _____ time: _____

Location: please include name of venue, street address (including zip code) & phone number

Workshop(s) requested

Title of workshop: _____

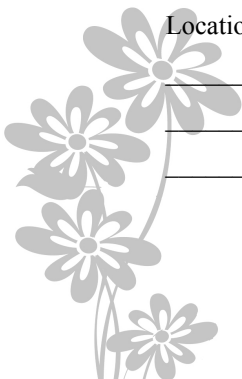
date(s): _____ time: _____

Location: please include name of venue, street address (including zip/postal code) & phone number

Title of workshop: _____

date(s): _____ time: _____

Location: please include name of venue, street address (including zip/postal code) & phone number





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A signed copy of this letter of understanding or the Preliminary Agreement on Dates must be returned to Elizabeth Dillinger before a firm commitment can be made. Images from the workshop pages on Elizabeth's website may be used in brochures and other publicity materials to promote her workshops and lectures. The Guild/Conference will provide the name of a second person in your organization who can be contacted in the event that the organizer/program chair is not available. I have read the above letter of agreement, and I understand and agree to it's terms:

Guild / Conference Representative

Name: (printed) _____

Address: _____

Phone(s): _____

Email: _____

Signature/Date: _____

Second person in your group who can be contacted:

Name: (printed) _____

Address: _____

Phone(s): _____

Email: _____

Signature/Date: _____

Elizabeth Dillinger
Ajax Ontario
Canada L1S3P5

