

SUSAN BRUBAKER KNAPP

2011 Presentation 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	\$275 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 (I will bring my own extension cords).
Estimated attendance	_____

WORKSHOP

Workshop title	_____
Workshop date	_____
Workshop time	_____
Workshop location	_____
Workshop fee*	\$350 for 3-hour workshop OR \$500 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">■■■■■

*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.

TRANSPORTATION

The organization is responsible for all transportation costs related to each lecture and/or workshop. This includes round trip airfare, travel expenses to and from both airports, any parking fees associated with travel or, if traveling by car, the latest IRS mileage fee.

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 traveling by car, then all directions to 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.

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.

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

Groups representative's signature

Date

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