



Lecture & Workshop Contract

Instructor: Phyllis Fay, Stitchin' in the Ditch
Studio 180 Design Certified Instructor

Phone: (847) 445-1976
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Web page: pfayquilts.com

Thank you for considering Phyllis as your next guest speaker and/or instructor. We believe you will find her to be very enthusiastic and inspirational. Her lectures and workshops are well organized and in-touch with today's quilters.

Terms & Conditions of Agreement

- Contact Stitchin' in the Ditch to make a temporary reservation for your date(s). Date(s) will be held for up to 2 weeks without a signed contract.
- Fees for all workshops are based on a maximum class size of 20 students. There is an additional fee of \$25 for every student over 20.
- Expenses include:
 - Mileage at the Federal rate to locations over 50 miles from Johnsburg, IL.
 - Private lodging at a secure hotel when the location is over 100 miles from Johnsburg, IL. Preference is to arrive the night before a full day workshop.
 - Airfare reimbursement of the purchased ticket within 10 business days from the time of purchase plus any checked baggage fees.
- If your event can be coordinated with area guilds that are willing to share the expenses, please feel free to contact the appropriate parties or guild members.
- Deposit is \$75 per lecture and \$150 per workshop is required.
- Cancellation fee is the deposit. Cancellation of the contracted date(s) within eight (8) weeks prior to the scheduled event will result in a non-refundable deposit.
- If the cancellation is due to circumstances beyond either party's control (blizzard, death in the family, etc) the contract may be terminated without a cancellation fee or penalty to either party. Rescheduling the event may be an option.

Fees

1 hour Lectures	\$200 plus expenses
3 Hour Workshops	\$350 plus expenses
6 Hour Workshops	\$600 plus expenses

Lectures Only

How to make a t-shirt Quilt
Motivate me to use my Stash
Introduction to the Fundamental Studio 180 Design Tools
Introduction to the Rapid Fire™ Studio 180 Design Tools

Benefit to the shops:

As a result of this class students will be

- required to purchase any tools or patterns related to the workshop topic (guaranteed profit to the shop owner)
- encouraged to purchase additional tools or patterns (potential profit to the shop owner)
- encouraged to purchase fabrics (the shop can pre-make kits) to complete the workshop project and other related supplies (potential profit to the shop owner)
- encouraged to return to the shop for additional courses.

Shop responsibilities

- Set the price for the course which is to include the purchase of any required tools and patterns
- Handle all registration including providing participants with supply list
- Provide fabric for one practice block per participant.
- Provide instructional space for demonstration
- Provide cutting space and tools
- Provide ironing board(s) and iron(s)

Instructor responsibilities

- provide sample for display 6 weeks prior to the event, when requested
- provide student supply list
- provide excellent knowledge and uses of Studio 180 Design tools
- provide a well-designed lesson of how to use the tool.
- provide guided instruction throughout the day.
- provide additional ideas on how to use the tools and/or other Studio 180 Design tools
- provide a comfortable working environment
- demonstrate samples of related projects



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General Information

Guild/Organization _____
Authorized Personnel _____
Street Address _____
City, State, ZIP _____
Contact Person _____
Phone Contact _____
Email Contact _____
Location of Event (building name; location if different from above) _____

Reservation of Date(s)

Date(s) _____ Time _____ Program _____
Date(s) _____ Time _____ Program _____
Date(s) _____ Time _____ Program _____

If you would like to officially book the above events, please check all those that apply, sign and return the contact.

- I have contacted Stitchin' in the Ditch within the previous 2 weeks and have verbally reserved the above dates.
- I agree with the terms and conditions of this agreement.
- I have enclosed is the required deposit of _____ for the events stated above.
- Please send me a receipt of my deposit, a confirmation of the booking(s), and any student supply lists.

Authorized Personnel

Phyllis Fay, Stitchin' in the Ditch