

**Letter of Agreement / Contract  
for Workshops & Lectures by Michele Crawford**

Michele Crawford – Flower Box Quilts  
2110 E. 45<sup>th</sup> Avenue Spokane, WA 99223  
509.992.7348 www.flowerboxquilts.com



**Fees**

**Lectures:** \$300 for a 1 - 1 ½ hour lecture - PowerPoint, trunk show, and questions/answers

**Workshops:** All Day: \$500 per day (6 hour class + 1 hour lunch break)

Half-Day: \$350 (3 - 4 hour class)

*\* Please note: These fees are for a minimum of 6 students, and a maximum of 20 students.*

*\* Payment for Lecture and Workshops and Michele's expenses are due immediately upon completion.*

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

Conference / guild name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email & website: \_\_\_\_\_

To be held on date(s): \_\_\_\_\_

**Lectures Requested**

**1. Title of lecture** \_\_\_\_\_ **Cost:** \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Duration: \_\_\_\_\_

**2. Title of lecture** \_\_\_\_\_ **Cost:** \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Duration: \_\_\_\_\_

**Lecture Requirements**

\* The lecture room must be able to be darkened. Projected images will not show up in a brightly lit room.

\* 3 ft. x 4 ft. table (for a digital projector provided by Michele)

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

\* Microphone

\* Heavy duty extension cord and power strip.

\* Two 3 ft. x 8 ft. tables for display of samples and sales items

## Workshops Requested

1. Title of workshop \_\_\_\_\_ Class Cost: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ Duration: \_\_\_\_\_ Kit Cost pp: \_\_\_\_\_

2. Title of workshop \_\_\_\_\_ Class Cost: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ Duration: \_\_\_\_\_ Kit Cost pp: \_\_\_\_\_

3. Title of workshop \_\_\_\_\_ Class Cost: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ Duration: \_\_\_\_\_ Kit Cost pp: \_\_\_\_\_

Location (if different from Lecture location) \_\_\_\_\_

## Workshop Requirements

The classroom must have

- \* An electrical system able to handle a minimum 1 iron per 4 students.  
Irons blow fuses. Please make sure someone knows where the electrical breakers are.
- \* Table space enough for each student measuring a minimum of 24" x 24".
- \* Two 3 ft. x 8 ft. tables to display samples, classroom supplies and sales items.

## Sales

Lecture: A member of the guild shall be provided to assist in the sales of books, patterns, and other related items to guild members before and following the lecture. Two tables will be set up to accommodate this activity. No percentage of sales shall be distributed to the guild.

Workshop: Class time will not be disrupted for these sales but will take place at the end of class.

## Transportation

All travel expenses to and from either Michele's home or the Spokane International Airport (GEG) will be paid by the guild/conference including (check the ones that apply to this venue):

- \_\_\_\_\_ Mileage when driving at IRS per diem for that year  
\* Estimated round trip mileage (based on mapquest.com)  
\_\_\_\_\_ miles x IRS per diem for that year = \$ \_\_\_\_\_
- \_\_\_\_\_ Round trip airfare
- \_\_\_\_\_ Shuttle bus or rental car (if needed)
- \_\_\_\_\_ Any parking fees at the Spokane International Airport

Flight Transportation: Unless Michele confirms by email with alternative plans, arrangements shall be made by Michele Crawford or the travel agent of the conference / guild, with Michele's agreement on dates of travel, routes and airline from the Spokane International Airport (GEG).

Ground Transportation: Unless Michele confirms by email with alternative plans, arrangements shall be made by the guild/conference to meet Michele Crawford at the airport location with a vehicle adequate to transport her and her 3 large suitcases of class materials to and from the hotel; and the lecture/workshop locations.

**Note:** If Michele is driving herself to the lecture or workshop location, written directions and guild contact information must be provided at least 72 hours ahead of time via email.

## **Lodging**

Michele requires lodging in a non-smoking hotel or dormitory (on a college campus) room. She will book the room herself at the most reasonable price that also includes breakfast; and will include the cost of the room with her invoice. Depending on where (and when) Michele is coming from in an RV, she will book an RV space (31 foot) with full hook ups.

Please note: If Michele is traveling with her husband, Tom, the guild is not responsible for his hotel or meal expenses. If a hotel charges extra for him being in Michele's room, then Michele will pay the extra charge.

## **Meals**

All meals are provided either by the guild/conference; or based on what the IRS per diem is for the month/year for the city or county in the state where she is working.

Michele has no food allergies.

## **Sharing Expenses/Extra Days**

Expenses will be shared between all guilds/conferences on a multi-venue tour. Each group will be charged a percentage of total mileage or airfare, bus/limo fare, and extra day lodging and meals expense. Individual groups will be responsible for lodging and meals on the days Michele while she is working for them.

## **Cancellations**

### ***By the guild, shop or conference:***

A cancellation notice is requested 60 days ahead of the schedule date in order to rebook the time period. The guild (shop or conference) 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 Michele Crawford.

If a workshop is cancelled after the purchase of airline tickets or a hotel booking, the guild (shop or conference) shall be responsible for airline tickets or hotel fee, and any other expenses incurred by Michele for this time period. If your workshop is cancelled in the middle of a multi-venue tour or at the engagement location due to weather or other emergencies, your group will be responsible for covering Michele's expenses.

### ***By Michele:***

If Michele needs to cancel the speaking engagement or workshop due to medical, weather or other unavoidable emergencies, Michele shall make reasonable efforts to mitigate any loss to the guild (shop or conference), but Michele shall be held harmless from any loss due to the cancellation.

## Agreement

An original signed contract must be returned to Michele Crawford and Flower Box Quilts before a firm commitment can be made. If the guild (shop or conference) has their own contract, then a copy of each must be signed by both parties.

A completed copy of this contract must subsequently be sent and received by Michele Crawford at least 60 days (90 days for international venues) before the scheduled workshops/lectures. Airline tickets will not be purchased until a contract is completed and sent to Michele Crawford.

For this venue, the date is: \_\_\_\_\_

If your group would like to reserve future dates, but has not yet booked a venue or made decisions on which workshops to schedule, please insert **TBA** (to be announced) on the form. However, Michele's schedule may change without notice, and a date will not be held until a signed contract is received.

The Guild/Shop/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 its terms:

### **Guild / Conference Representative**

Name: (please print) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

### **Second person in your group who can be contacted:**

Name: (please print) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

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*\* Current prices are valid for all contracts  
signed through the end of 2019*