



Letter of Agreement/Contract for Live Lectures and Classes

Michele Crawford – Flower Box Quilts 2110 E. 45th Avenue – Spokane, WA 99223
509-992-7348 www.flowerboxquilts.com

Fees

Lecture: \$375 per 1 hour lecture utilizing PowerPoint, trunk show, and Q&A.

Workshop Full Day: \$600 per 6 hour class (including a one hour lunch break) for up to 20 students.
* \$30 for each additional student up to a maximum of 24 students.

Workshop Half Day: \$400 per 3 hour class for up to 20 students.
* \$20 for each additional student up to a maximum of 24 students.

* *Quilt patterns and/or kits needed for any class will be paid for by the students; and distributed in class. The amount per pattern and/or kit will be added to the final invoice.*

* *Payment for Lectures and Workshops plus Michele’s expenses for Lectures and Workshops is due immediately upon completion.*

* *Current prices are valid for all contracts signed through the end of 2025.*

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

Lectures Requested

1. **Title of Lecture:**

Date:

Time:

Cost:

2. **Title of Lecture:**

Date:

Time:

Cost:

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 needed for a digital projector and computer (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.
- * No recording or photographs of any kind are permitted in Michele’s lectures.

Workshops Requested

1. **Title of Workshop:**

by Michele Crawford or the travel agent noted by the guild, shop or conference with Michele's agreement on dates of travel, routes and airline from Spokane, WA or from another city if on a multi-group venue.

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

**Note: If Michele is driving herself to the lecture or workshop location, the address and/or directions and guild contact information must be provided at least 72 hours in advance of event via email.*

Lodging

Michele requires lodging in a non-smoking hotel (interior hallways) 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.

*** 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, then Michele will pay the extra charge.

Meals

All meals are provided either by the guild, shop or conference on the day(s) that she is with the guild/conference. The cost per meal or day is based on the IRS per diem for the month/year for the city/county/state where the guild/conference is hosting her.

Sharing Expenses/Extra Days

Expenses for transportation, lodging and meals will be shared between all guilds, shops or conferences on a multi-venue tour. Each group will be charged a percentage of these expenses. Individual groups will be responsible for lodging and meals on the days that Michele is working only for them.

Cancellations

By the guild, shop or conference: A cancellation notice is requested 60 days ahead of the scheduled 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 and/or hotel reservations.

If a workshop is cancelled after the purchase of airline tickets or hotel reservations, the guild, shop or conference shall be responsible for these fees for the noted time period. If your workshop is cancelled in the middle of a multi-venue tour or at the engagement location due to weather or any other emergencies, your group will be responsible for covering Michele's expenses.

By Michele: If Michele needs to cancel the speaking engagement or workshop(s) 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 mailed to Michele Crawford of Flower Box Quilts before a firm

commitment can be made. If the quilt conference has their own contract, then a copy of each must be signed by both parties.

*** Deposit: A \$100 check made out to Flower Box Quilts is a required non-refundable deposit that must accompany the signed contract.** This amount will be deducted from the final invoice after Michele has completed presenting her lecture(s) and/or workshops.

If your group, shop or conference would like to reserve future dates, but has not yet booked a venue or made a decision on what lecture or 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 by her until a signed contract and a deposit check has been received.

The guild, shop or conference will provide the name and information for a second person who can be contacted in the event that the original organizer/program chair is not available.

We have read the above Letter of Agreement. I understand and agree to its terms:

Guild/Conference/Store:

Website:

Date(s):

1st Guild, Shop or Conference Representative

Name (please print):

Address:

Phone:

Email:

Signature and date:

2nd Guild, Shop or Conference Representative

Name (please print):

Address:

Phone:

Email:

Signature and date:

Michele Crawford, Flower Box Quilts _____ Date: _____