

**Donna Lynn Thomas**

Lecture/Workshop Contract

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[www.donnalynnthomasquilter.com](http://www.donnalynnthomasquilter.com)



**This contract is made by and between Donna Lynn Thomas and the following named group. Current fees are available on my website. This contract must be used whether alone or in conjunction with the group's contract and supersedes all others.**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Program Chair Name \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

Name of Alternate Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

**Donna Lynn Thomas agrees to present the following lectures and/or workshops. Supply lists, photos, and descriptions are available for download from my website at any time.**

Lecture\_\_\_\_\_

Date\_\_\_\_\_ Time\_\_\_\_\_ Fee\_\_\_\_\_

Street Address of Location\_\_\_\_\_

\_\_\_\_\_

1)

Workshop\_\_\_\_\_

Date\_\_\_\_\_ Time\_\_\_\_\_ Fee\_\_\_\_\_

Street Address of Location\_\_\_\_\_

\_\_\_\_\_

2)

Workshop\_\_\_\_\_

Date\_\_\_\_\_ Time\_\_\_\_\_ Fee\_\_\_\_\_

Street Address of Location\_\_\_\_\_

\_\_\_\_\_

3)

Workshop\_\_\_\_\_

Date\_\_\_\_\_ Time\_\_\_\_\_ Fee\_\_\_\_\_

Street Address of Location\_\_\_\_\_

**Terms and Conditions:**

### Travel Expenses and Requirements:

- Round trip airfare from and to Kansas City unless I am flying to you from another location. I use real quilts in my lectures—not power point. The group will cover the cost, if any, of baggage fees for my two big suitcases. I try to fly Southwest whenever possible to avoid baggage fees. On rare occasion the group will be required to pay shuttle or airport parking fees.
- Airfare will be reimbursed to me at the time of booking. Itinerary and receipt will be provided to the group.
- If driving is possible, the group will pay the prevailing IRS travel rate on the date of presentation plus any tolls.
- For driving trips over three hours from my home, I will bring a driving companion. She will lodge with me at no extra cost to me but I will cover her meals and other expenses.

### Lodging and Meals:

- Guild will provide overnight, non-smoking accommodations in a reputable hotel with interior entrance to the room and elevators. Hotels I prefer are Hampton Inn, Holiday Inn Express, Doubletree, Hilton Garden Inn, Best Western.
- The group will cover all meals from the time I arrive until the time I leave.
- If I need to arrive the day before the event or depart the day after, the group will cover meals and lodging for those days as well.

### Other Expenses:

- Group will be responsible for shipping costs of any additional presentation materials such as quilts or class materials.
- Group will NOT be responsible for shipping costs of items for sale by me.

### Vending:

- I will have books, patterns and notions associated with my presentations for sale at lectures/workshops.
- Class time will NOT be used for sales.
- No commissions or other percentages will be paid to the host group.

### Event Requirements:

#### Lecture:

- Help unloading my quilts and supplies upon arrival and departure
- Two tables for quilts
- Two tables for vending
- Quilt display rack (unless I drive and bring my own)
- Podium
- Microphone
- Four helpers to help hold and fold quilts

#### Workshops:

- Help unloading my quilts and supplies upon arrival and departure

- One table for my equipment and demos. There must be space around my table for students to stand or sit for large and small group demos
- One table for vending
- Adequate table space for each student to sew and cut comfortably
- At least one iron for every 5 students

Sharing my trip with other guilds. I am happy to help you share expenses with other guilds, shops, or groups in your area. These arrangements are up to you to initiate and coordinate.

- It's up to the groups to figure out how to share expenses among themselves and let me know how to divide the expenses on my individual invoices.
- If I have a day or two in between groups with no work, the groups will split my lodging and meals for those in between days. I do not charge a fee for those lost work days, but expect my travel and expenses to be covered.

Cancellation Policy:

- Cancellation shall be by written notice no less than 45 days prior to the date of the presentation, unless in case of sickness, a death in the family, or an act of God.
- If the group cancels the trip, the airfare is non-refundable to the group. If I cancel, I refund the cost of the ticket to the group.
- The party canceling the contract shall pay any penalty for cancellation of airline tickets.

Fees and Payment:

- Fees are locked in at the time of the signed contract and will not be raised.
- Instructor shall provide sponsor with receipts for the all expenses, where possible.
- Full payment will be made at the conclusion of contracted services.
- For guilds issuing IRS form 1099, **please do not** include travel and expense reimbursements in the tally of fees paid. The only amounts required on this form are lecture and workshop fees.

Please complete two copies and mail to me. I will sign both and return one to you.

\_\_\_\_\_ Date \_\_\_\_\_  
 Print Authorized Name of Group Member      Signature of Authorized Group Member

Donna Lynn Thomas \_\_\_\_\_ Date \_\_\_\_\_