

Letter of Agreement / Contract for Workshops & Lectures by Sheila Williams

A signed copy of this document must be part of any agreement between Sheila Williams and your group. ALL requested information must be filled out, signed by authorized personnel, and returned to Sheila Williams no later than 60 days prior to Sheila's departure for your venue.

This is to confirm our verbal agreement that Sheila Williams will present Lecture, Workshops, and/or Classes for:

Organization /Guild name: _____

Address: _____

Phone: _____ FAX: _____ E-mail: _____ Web site: _____

to be held on (dates) _____

Fees are as follows (as of 1 January 2020):

Lectures: \$300.00 with workshop / \$400.00 lecture only.

Six Hour Classes/Workshops and Multiple day classes/workshops: \$450 per day for up to 20 students. Additional students may be added for an additional fee of \$25.00 per student, per day, up to a maximum of 25 students, providing the classroom accommodations are adequate. (See classroom requirements below).

Four Hour Workshops & Seminars: \$400.00 for each class, for up to 20 students per class. Additional students may be added for an additional fee of \$25.00 per student, per class, up to a maximum of 25 students, providing the classroom accommodations are adequate. (See classroom requirements below). Multiple sessions may be scheduled in a single day with a two-hour break between sessions. No more than 2 class sessions per day.

Example: Two - Four hour classes and an evening lecture may be scheduled in a single day with at least two hour break between all sessions.

A three Hour Workshop/Seminar: \$400.00 for each class, for up to 20 students per class. Additional students may be added for an additional fee of \$25.00 per student, per class, up to a maximum of 25 students, providing the classroom accommodations are adequate. (See classroom requirements below). Multiple sessions may be scheduled in a single day with a two-hour break between sessions. No more than 3 sessions per day.

Example: Two - Three hour classes and an evening lecture may be scheduled in a single day with a two-hour break between all sessions.

A non-refundable deposit of \$100 for Lectures and \$200 for Workshops is due 60 days prior to lecture and/or workshop date with a signed copy of this agreement/contract. This amount will be deducted from the lecture and/or workshop fee. This is a non-refundable Fee if Lecture and/or Workshop are cancelled

\$25 Computer Rental Fee for all Students using Lab Computers, available in the San Diego/Los Angeles Area only. All Rental Fees are payable to the Instructor before Class/Workshop begins, unless other arrangements are made with a host. Rental Fees are non-refundable.

Depending on the type of Classes/Workshop there will also be a one time \$250 computer lab set up fee, if local Computer Lab is used, to ensure lab is set up properly and to install software programs on all lab computers for class. The host should allow at least one additional day for a computer lab set up.

All Fees are payable at the end of last day of the classes/workshop by check.

Brochures: If organization/Guild will be publishing a brochure for the event that will be sent to the students/attendees. Sheila must be provided a copy of this brochure prior to the event. Sheila must also be provided with copies of any additional information or brochures sent to students, regarding her classes/workshops or lectures.

SALES:

In Sheila's workshops and lectures a number of items will be made available for sale to interested students. The Guild/organization/Classes and/or Workshop will not expect to collect any commission on these sales. They are simply available for sale to interested students. These items may include:

- Quilting Software Programs
- Block Programs
- Books
- Foundation Piecing Programs
- Instructional Books and CDs

As part of the Class/Lecture/Workshop Sheila will talk about these items. Sheila will not spend class time selling them. Sheila will, however, answer student questions about these items if asked during the event. The items will be made available for sale to interested students during breaks and at the end of the event.

General Requirements for Classrooms and Lecture Halls

Specific requirements for each class and lecture can be found by clicking on the links at the bottom of each class and lecture summary. Please understand that this is not an all-inclusive list. Depending on the Organization needs, these requirements may change.

EQUIPMENT NEEDED FOR LECTURES

- Room that can be darkened
- Podium light (Please check to be sure the light works before the meeting)
- Screen which is large enough to see clearly from the back of the room.
- At least two, preferably three tables for display of work
- Quilt stands for hanging quilt for display (if available)
- If organization provides computer equipment, contact must be made with Sheila about computer requirements 30 days prior to workshop dates. To include operating system, RAM, Quilting Software Installation etc.

WORKSHOP AND CLASSROOM REQUIREMENTS:

- Preferred Classroom Table Setup: Four tables in "U" shape with Computer screens facing the middle of the "U"
- It is preferred that a Projection Screen be made available for all classes and workshops. (Can be OPTIONAL if a white wall is available)
- Space that can be easily darkened for showing slides and better viewing of computer screens.
- One table for display and one additional table for demonstration for instructor.
- Table space with enough room for three students to work at a computer.
- Outlets and electrical capacity to support Computers. Access to the circuit breaker box is very important in case there is a miscalculation. (PLEASE DO NOT IGNORE THIS REQUIREMENT)
- Room must have adequate lighting and ventilation for computer use
- At least 45 minutes must be allowed for Sheila to set up Class or Conference Room before the start of an event
- Sufficient time and access must be allowed for Sheila to install software onto organization supplied computers, if required
- All updates to software must be included during installation.
- If organization provides all computer equipment, contact must be made with Sheila about computer requirements 30 days prior to workshop dates AND before contract is signed for computer equipment. Contract should include operating system, RAM, Quilting Software Installation , technical support availability, etc.
- If organization provides computers and Sheila provides software, all software must be removed from rented computers 1 hour after last class, with Sheila present for the uninstall process. This meets an agreement with the Quilting Software companies and Sheila.
- One person to act as classroom assistant at the beginning and at the end of each class/seminar/workshop.

Additional equipment requirements:

Easel with paper and markers

LCD Projector, with connections for Laptop if event is outside of CA

A Projection Screen or white wall if event is inside of CA

Organization supplied Computer Lab Setup (see note above)

Student Supply list:

- Pen
- Notebook
- Quilting Software Manual
- One Empty, Formatted Floppy Disk
- Paper Clips (different colored ones work best)
- Highlighter to mark manual
- Computer Eye Glasses (if you wear them)
- List of questions
- Snack/Lunch
- If Student brings own computer to class, Quilting Program must be installed and activated "prior" to Class.
- Students' personal computer must be in good working order.
- No Technical Support for personal computers will be provided during class.
- Students must also understand that this will not be a basic computer class. They must have good working knowledge of their computers prior to the class.

For students bringing their own laptops, it is highly recommended that they attach a standard mouse for the class. The touch mouse will slow the students down during the class. This also applies to experience computer users.

Packing a "long" surge protector and/or extension cord is recommended.

Students bringing their own computers must have all software programs installed and activated on computer prior to class, to include all software updates. If assistance is required to install software, an installation charge of \$45 (standard rate for installation) will apply per installation per student. To be paid directly to Instructor before installation. All software installation will be done during lunch break "only," sorry there will be no time before class.

Students must arrive early (15 minutes) to set up personal computer "prior" to class start time. Set up help will not be available.

The instructor can install a 30-Trial Version of the program on a student's computer. Arrangements must be made at time of sign up. The computer must be in good working order before installation can take place. No Mac Computers.

Workshops requested

Please fill in ALL of the requested information below, including:
date, street address, zip code, and phone # and time

Title of workshop(s) _____

date(s): _____ time: _____

location: please include address (including zip code) & Home and Cell Phone Numbers _____

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location: please include address (including zip code) & Home and Cell Phone Numbers _____

Title of workshop(s) _____

date(s): _____ time: _____

location: please include address (including zip code) & Home and Cell Phone Numbers _____

Supply lists available by clicking on the links at the bottom of each workshop description

Lecture(s) requested

Title of lecture(s) _____

date(s): _____ time: _____

location: please include address (including zip code) & Home and Cell Phone Numbers _____

Title of lecture(s) _____

date(s): _____ time: _____

location: please include address (including zip code) & Home and Cell Phone Numbers _____

Travel arrangements will be made by Sheila Williams or the travel agent of the organization / guild, with Sheila's agreement on dates of travel, routes, airlines etc. (Southwest Airlines is preferred whenever possible).

In order to secure the most economical air transportation, Sheila must be provided with all necessary information about exact dates and times of workshops and other events at least 90 days prior to the first scheduled event on the trip which includes your events. Please keep in mind that you may not be the first group on her itinerary, and you may be required to provide this information more than 90 days prior to your events. If your failure to provide this information results in increased travel expenses, your group will be solely responsible for paying the difference in cost.

EXPENSES:

All travel expenses will be borne by the guild /organization. These expenses include:

Round trip air fare

If traveling by Ground - Mileage and Per Diem to be paid at current IRS rates, to include travel to, during and from venue.

If traveling via air include Mileage and Per Diem for travel to, during and from venue.

Highway tolls

Transportation to Airport

Parking at San Diego (\$60.00 per day - subject to change) and/or

Transportation to and from Sheila's home: (approximately \$75.00 each way. Price subject to change.) and/or Mileage and tolls if Sheila drives her personal vehicle to the destination.

When flying or driving to workshops, Group or Groups are expected to pay or share the economy airfare to the destination and/or the mileage and per diem (to be paid at current IRS rates).

At workshop location:

Ground Transportation:

Arrangements will be made by the guild/conference to meet Sheila Williams at airport locations with a vehicle adequate to handle three large (70 pound/ 40 kilo) suitcases. Remember we will be lifting them in and out, so no small cars.

Lodging in a private room in a hotel, motel, or dormitory if held on a university campus. No private homes. Sleeping rooms must be free of pet hair and cigarette smoke. Food must be available in or near the lodging.

Meals: Meals provided by a guild member, or organization caterer must be free of ALL Dairy Products, NO MSG, Low in salt, No Beef

Extra Days:

If Sheila need's to spend extra time at your location in order to save the guild or organization money on air fare your guild/organization will be responsible for all expenses on these extra days.

If Sheila will be in your area for extra days in order for your group to share expenses with other groups in your area, the guild /organization will be responsible for sharing all expenses on these extra days with the other groups involved.

Sheila will have at least one day of rest after six days of teaching and traveling before teaching additional workshops. Your guild/organization will be responsible for expenses on these days. These expenses may be shared by other groups in the event that this is a Multiple-group tour.

LODGING: Name of hotel or motel: _____
Street Address: _____
City and Zip Code: _____
Phone: _____ Reservation # _____

AGREEMENT OF PROGRAM CHAIR TO DISTRIBUTE THIS INFORMATION: The program chairperson understands that he or she may not be the person doing airport pickups, preparing meals, and setting up class and lecture rooms. Therefore, the program chairperson agrees to pass on the information contained in this Confirmation of Understanding to all of the group members, hostesses and caterers, etc. in charge of these activities.

If Sheila travels with her husband Raymond Donegan. The guild/organization will not be responsible for his expenses. In the case of hotels that have an extra charge for a second person in the room, Sheila will pay all extra charges.

CANCELLATIONS:

The Organization may cancel a workshop 30 days prior to an event due to insufficient enrollment at any time prior to the purchase of non- refundable airline tickets, or any other expenses incurred by Sheila Williams. If a Lecture or workshop is canceled due to insufficient enrollment, Sheila Williams must be notified before incurring any expenses. If a workshop is canceled after the purchase of airline tickets, the guild will be responsible of paying for the tickets. If a workshop is canceled, and coming to your group for fewer workshops or lectures than originally agreed upon in this contract will cause economic hardship for Sheila Williams, she reserves the right to cancel the remainder of the contracted workshops/lectures. If your workshop cancels in the middle of a Multiple-venue tour, your group will be responsible for covering Sheila's daily minimum fee of \$700.00.

Other workshop /lecture commitments made by Sheila Williams in your area on this same trip, will be cleared with the guild /organization representative, with travel expenses to be shared if other teaching venues are included in my travel itinerary.

Sharing Expenses: When expenses are shared by several groups, expenses will be split for groups having similar programs. If groups sharing expenses will have disproportionately more or disproportionately fewer events than other groups, expenses will be apportioned fairly. Each group will be charged a percentage of total airfare, parking, tolls, and mileage, as well as meals, and lodging on rest and travel days. Individual groups will be responsible for lodging and meals on the days I am working for them. In order to simplify the accounting, current IRS Per Diem Rates will be assessed for meals.

A signed copy of this letter of understanding must be returned to Sheila Williams before a firm commitment can be made.

If your group would like to reserve future dates, but has not yet booked a venue or made decisions on which workshops to schedule, a copy of this agreement can be use as a preliminary agreement on dates to reserve the time in Sheila's schedule. A completed copy of this contract must subsequently be forwarded at a later date and at least 60 days before the scheduled workshops/lectures. Contracts that have not arrived by 60 days prior to the scheduled dates are subject to cancellation by Sheila. Airline tickets will not be purchased until a contract is completed.

The Guild/Organization 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 it's terms:

Guild / Organization Representative

Name: (printed) _____

Address: _____

Phone: _____ FAX: _____

E-mail:: _____ Website: _____

Signature: _____ date _____

Second person in your group who can be contacted:

Name: (printed) _____

Address: _____

Phone: _____ FAX: _____

E-mail:: _____ Website: _____

Teacher / Lecturer _____ Date _____

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