

Lecture and Workshop Contract for Speaker  
Kelly Gallagher-Abbott  
PO Box 488 Ft. Collins, CO 80522-0488  
(970) 224-9975  
Email [kelly@jukeboxquilts.com](mailto:kelly@jukeboxquilts.com)  
[www.jukeboxquilts.com](http://www.jukeboxquilts.com)

If your guild does not have a contract, please feel free to use this one.

Please fill out the following:

Guild Name:

Guild Mailing Address:

Guild Meeting Location:

Please fill out the address, phone number, and email information for the following:

President's Contact Information:

Address:

Phone number:

Cell number:

Email:

Program Chairperson's Information:

Address:

Phone number:

Cell number:

Email:

An alternate guild contact:

Name:

Address:

Phone number:

Cell number:

Email:

Please forward changes of officers if you experience any guild board member changes prior to the lecture and workshop.

◦ If these arrangements in this Letter of Agreement are satisfactory, please sign, date, and return two copies to Kelly Gallagher-Abbott at the above address. One will be signed and returned for your records. Biographical information and electronic images can be sent for your newsletter.

◦ The lecture titled \_\_\_\_\_ will be given on \_\_\_\_\_ at \_\_\_\_\_ . The approximate length of the lecture is 50 minutes. Please indicate when the business meeting begins: \_\_\_\_\_, and the expected time the lecture will begin is around \_\_\_\_\_. The guild attendance averages \_\_\_\_\_.

◦ The lecture fee will be \$\_\_\_\_\_ and will/will not be coupled with a workshop (see below). Payment will be made at the end of the engagement.

◦ Travel expenses will include the allowable IRS rate/mile of at the time of the engagement, and will cover mileage from the speaker's home and the guild location, any travel required locally by the guild, and the return trip home. Any arrangements made with local quilt shops or other guilds for instructor expenses are not the responsibility of the above named guild and this guild will not be responsible for any expenses incurred due to their cancellation. This guild will also not be responsible for any expenses incurred by those who may accompany the speaker.

◦ A non-smoking hotel/private room with bath will be provided, as well as meals not to exceed \$25.00 per day. The hotel must be in a safe location, and of a quality equal to or better than a Holiday Inn.

◦ Cancellation Policy: A cancellation by either party will happen no later than 30 days prior to the scheduled date of event.

◦ Kelly Gallagher-Abbott's tax ID can be provided upon request.

◦ For the lecture Kelly will need: 2 or 3 stands if possible, and 2 tables. This guild will/will not provide a microphone.

◦ Kelly will be permitted to sell books, patterns, etc. at the General meeting and workshop. A contribution to the library or for use as a door prize will be provided. If possible, a volunteer guild member who can assist with sales is very helpful so that Kelly will be free to answer questions. Speaker will provide all necessary change and record keeping materials.

◦ Kelly will allow photography and handling of quilts at the meeting.

◦ The Guild term of officers changes in \_\_\_\_\_. Kelly will then be contacted by the program chairperson's replacement in \_\_\_\_\_ and also several weeks prior to the engagement for a reconfirmation.

Workshop Information

Kelly will provide a \_\_\_\_\_ hour workshop titled \_\_\_\_\_, on \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_.

Please contact Kelly for electronic or printed images of class projects, supply lists or preparation requirements.

- This workshop will be held at \_\_\_\_\_. Each 6 or 8 foot table is adequate for 2 students, and adequate lighting is important.
- Fee for the six hours will be \$ \_\_\_\_\_. The guild will provide lunch for the teacher (as part of daily food allowance of \$25). A check for the lecture, workshop, travel and other expenses covered in this contract will be provided by the end of the workshop. Kelly will provide necessary supplies listed separately for the workshop for an additional \$ \_\_\_\_\_ per person. Please see the attached information.
- Class size is limited to 20. The speaker will accept up to 30 students, depending on the workshop. If this is necessary, the guild will pay speaker/teacher \$25.00 per student over 20.
- This guild reserves the right to cancel this workshop without fees prior to 30 days before the workshop. If this workshop is cancelled, the speaker reserves the right to cancel the lecture, or to charge an additional \$50 for the lecture. It is your workshop chairperson's responsibility to properly advertise/publicize the workshop to prevent cancellation due to lack of enrollment.
- This guild will need to provide the following equipment or supplies for the workshop: adequate tables, lighting and seating, a white board and markers/eraser, if possible, 2 quilt frames, and 2 additional tables for workshop examples.
- The speaker/teacher will be permitted to sell books, patterns, etc. at the workshop. If this workshop is held in a shop, the speaker agrees to not sell items available in the shop.

\_\_\_\_\_  
Kelly Gallagher-Abbott

\_\_\_\_\_  
Guild Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## *Fees:*

*(Subject to change Jan. 2019)*

*Lecture without workshop: \$325*

*Lecture when combined with any workshop: \$275*

*3.5 hour workshop: \$250*

*6 hour (full day) workshop: \$350*

*2 day workshop: \$625*

*Fees do not include expenses or materials.*

*Please phone for scheduling, updated contract, or referral information.*

*Other lectures and workshops can be custom tailored to your group's needs.*

*Most quilts and clothing featured on the Jukebox website are also available as workshops.*

*(Shop owners - workshops are available as classes.)*

*Kelly Gallagher-Abbott*

*Jukebox & Galloping Rabbit Inc.*

*Store: 406 N. College, Ft. Collins, CO 80524*

*PO Box 488 Ft. Collins, CO 80522-0488*

*(970) 224-9975*

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