

Karen Brow-Meier of Java House Quilts

In-Person Lecture/Workshop Agreement

* Please complete all known information at this time for confirmation of event and dates.

Guild/Shop Name: _____ Date submitted: _____

Guild mailing address: _____ Contact: _____

Contact Email: _____ Cell phone: _____

Dates & Services Requested:

Lecture /Trunk Show: \$400 Program Date: _____

Lecture title: _____ Start time: _____

Lecture location: _____

Please provide: podium, two quilt stands and two tables for selling patterns and merchandise.

Full-day Workshop: \$700 (6 students minimum- 20 maximum). Workshop Date: _____

Workshop title: _____ Start time: _____

Workshop location: _____

Please provide: large cutting mat, several irons & ironing stations and two tables for demonstrations.

Travel & Lodging Arrangements:

Hotel: _____ Check in/out dates: _____

OR: Guild member hosting: _____

Address: _____ Phone: _____

Airport: _____ Airfare: \$ _____

Flight information: _____

OR Mileage: To: _____ From: Carlsbad, California Total miles (RT): _____

Reimbursement will be calculated at current government rates: \$ _____

Signature of Guild Representative: _____

Print name: _____ Date: _____

Presenter Signature: _____ Date: _____

Return to: <karen@javahousequilts.com > or Karen Brow-Meier, 2412 Majano Place, Carlsbad, CA 92009

NOTE: A four-week's prior cancellation notice for a lecture or workshop is allowed without incurring any charges. Programs may also be converted to virtual formats if arranged four weeks in advance.