

# Karen Brow-Meier of Java House Quilts

## In-Person Lecture/Workshop Agreement (Virtual Programs Also Available)

\* 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 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 arrange in advance.*