

# 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 name: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Contact(s) email(s): \_\_\_\_\_

### Dates & Services Requested:

Lecture /Trunk Show: \$450

Lecture title: \_\_\_\_\_

Lecture location: \_\_\_\_\_

Program Date: \_\_\_\_\_

Start time: \_\_\_\_\_

**Please provide: two quilt stands and two 8' tables for selling patterns and merchandise.**

Full-day Workshop: \$700 (6 -20 students).

Workshop title: \_\_\_\_\_

Workshop location: \_\_\_\_\_

Workshop Date: \_\_\_\_\_

Start time: \_\_\_\_\_

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

### Travel Arrangements: (Note: Evening programs more than one hour's drive from home require a hotel stay.)

Flight information: \_\_\_\_\_

Airport: \_\_\_\_\_ Airfare: \$ \_\_\_\_\_

**OR: Mileage reimbursement** from Carlsbad address below: Total miles (RT): \_\_\_\_\_

Will be calculated at current government rates: Mileage \$ \_\_\_\_\_

Hotel: \_\_\_\_\_ Check in/out dates: \_\_\_\_\_

Address: \_\_\_\_\_

**(OR: Guild member hosting:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Guild Representative Signature: \_\_\_\_\_

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. Lectures may also be converted to virtual formats if arranged in advance.