

Mary Marcotte, Quilt Designer and Consultant

Contract Information

Guild:

Workshop name

Workshop date

Workshop time:

Venue address:

Type of workshop (hours): \$35/student with 15 students minimum

Expenses covered by host organization: transportation, housing and one meal per day.

Round Trip Mileage

X 52%

Total

Booking Fee: Non-refundable fee of \$150.00

Materials Lists and Promotional Materials: All additional information, such as fabric and supply lists, is forwarded to the guild coordinator upon receipt of a signed contract. Workshop attendees should possess basic quilting skills and feel comfortable using a rotary cutter and sewing machines, except those attending the “Newcomer to Quilting” class. However, I will gladly accommodate students of differing skill levels. Each participant must have basic supplies, sewing machines, tables, extension cords, etc. Please contact me if there are any questions concerning individual needs or accommodations.

Classroom Requirements: Workshops include sewing; therefore students need table space for their machines and the usual equipment: scissors, pins, trash bin, needles, etc. Up to three students can share a cutting mat and rotary cutter, iron and ironing board, and design wall. I recommend that a group of three outfit a space convenient to the entire group. Be sure to bring extra extension cords and surge protectors.

Photography and Video: Photographs of my quilts are permitted for posting to the guild website. Photos of my quilts intended to be posted to personal social media and websites must include me in the photo and my name as maker of the quilt. No video recording is allowed of my workshops, lectures or trunk shows.

Transportation costs: Coach air fare between your location and AEX (in Alexandria, La.); hotel accommodation, and meals. I am willing to room at a private home in the interest of saving money if I am in the area for one night only. For several nights’ stay, I will need hotel accommodation.

Meals: Lunch is provided or paid for by the host organization. It would be especially helpful if a list of local restaurants were made available. I am interested in learning about cultures from

across the USA, including regional foods (except for spicy foods). Do not feel obligated to provide special meals on my behalf.

Assistant: I often bring Marcella, an assistant who helps with a variety of small chores. She will take the class along with your guild at no cost to her. She will require lunch, though I will pay. Please provide a table for her near my workspace. The guild is not responsible for any of her expenses.

Name of hotel or host

Address

Phone

Web Address/Email

Confirmation #

SUMMARY OF EXPENSES

- Expenses covered by host organization: transportation, housing and one meal per day.
- Booking Fee: Non-refundable fee of \$150.00 (counts toward final cost) to be paid when contract is signed.
- Payment: Fees & expenses to be paid immediately upon completion of engagement.

CLASS NEEDS AND REQUIREMENTS

TEACHER REQUIREMENTS: One display table and one work/demonstration table. Room must have adequate lighting and ventilation. See workshop/lecture descriptions for student needs. I often bring Marcella, an assistant who helps with a variety of small chores. She will take the class along with your guild at no cost to her. She will require lunch, though I will pay. Please provide a table near my workspace. The guild is not responsible for any of Marcella's expenses.

AGREEMENT: A signed copy of this contract must be returned to Mary Marcotte (address below) before a firm commitment can be made and your event is added to my calendar. If your group would like to reserve future dates but has not yet booked a venue or made decisions on which workshops to schedule, please insert TBA (to be announced) on the form. A completed copy of this contract must subsequently be forwarded at least 60 days before the scheduled event.

The Guild must provide the name of a second person who can be contacted if the organizer/program chair is not available.

_____ I have read the contract agreement, and I understand and agree to the terms:

PLEASE PRINT:

Event Representative

Address

Phone

Email

Signature

Date

_____ I have read the contract of agreement, and I understand and agree to the terms:

PLEASE PRINT:

Secondary

Representative

Address

Phone

Email

Signature

Date

Mary Marcotte

Date