



## Lectures & Workshops Contract

Thank you so much for considering me—it's truly an honor to have the opportunity to speak to your group. When I step in front of an audience, my goal is simple: to bring the best I have with a heart full of encouragement, a touch of humor, and insights that stick. Every class and lecture I design is built to inspire, engage, and educate. I'd love to make this happen—just let me know your ideal dates, and we'll get it on the calendar.

**On-Location** – For in-person visits, I ask that we schedule a minimum of two events, which can be any mix of lectures and workshops. I'll also have some merchandise available for purchase, so please make sure sales are allowed at your venue. Workshop pricing includes up to 20 students, with the option to add up to 10 more (30 total) for \$20 each.

**Transportation, Lodging, and Meals** – Travel costs are covered by the guild and may include airfare, rental car, and/or mileage (both round-trip and local travel) at the current IRS rate. Airfare is reimbursed once I send over the receipt. Lodging is also provided by the guild and can be either a private room in someone's home or a hotel/rental. Meals are covered as well, not to exceed the current IRS per diem rate, and I'll provide receipts as needed. If weather or travel delays require an extra night's stay, the guild will also cover those additional expenses.

**Deposit** – A \$100 deposit is required along with the signed contract to reserve your dates. This amount goes toward your total event fee. Cancellations made within six months of the event are non-refundable.

\_\_\_\_\_  
Initials /Date Jenny Kae Parks

Representative

Shop/Organization: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Representative: \_\_\_\_\_

\_\_\_\_\_  
Initials /Date Shop/Organization

Fees through Dec 31, 2025:

Trunk show/Lecture: 1 hour - \$400 plus expenses

Full Day Workshop: 6 hour - \$600 plus expenses

Half Day Workshop: 3 hour - \$475 plus expenses

Lecture: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Program: \_\_\_\_\_ \$ \_\_\_\_\_

Average attendance: \_\_\_\_\_

Location of Lecture: Please include name of building, street address, zip and phone:

\_\_\_\_\_  
\_\_\_\_\_

Workshops:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Workshop: \_\_\_\_\_ \$ \_\_\_\_\_

Average attendance: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Workshop: \_\_\_\_\_ \$ \_\_\_\_\_

Average attendance: \_\_\_\_\_

Location of Workshops: Please include name of building, street address, zip and phone:

\_\_\_\_\_  
\_\_\_\_\_

Deposit Credit \$ \_\_\_\_\_

Event Total \$ \_\_\_\_\_

Due immediately after engagements

Estimated Travel Method/Expenses:

Mileage/Rental: \_\_\_\_\_

Airfare: \_\_\_\_\_

Lodging: \_\_\_\_\_

Meals: \_\_\_\_\_

Estimated Travel Total: \$ \_\_\_\_\_

Due when invoice/ receipts are submitted to guild

\_\_\_\_\_  
Jenny Kae Parks

Thank You!

\_\_\_\_\_  
Sign/ Date Primary Representative

Jenny Kae Quilts - Phone 720-280-0252

8849 S Dudley Street, Littleton CO 80128

Email: [jennykae@jennykaequilts.com](mailto:jennykae@jennykaequilts.com)

Make checks payable to Jenny Kae Quilts

\_\_\_\_\_  
Sign/Date Secondary Representative