

If you would like to hire me to present my work and speak for your guild or store please email me at: cecerox@earthlink.net or call at (919)602-2260. I can tailor my lecture for your specific needs.

Below is a standard contract for teaching and or lecturing:

CONTRACT

**Between Roxane Lessa, and
Guild/Conference**

Representative:

Address:

Phone:

Fax :

e-mail: _____ Web Site:

Second contact for group:

Address:

Phone: _____ e-mail;

Dates:

Lecture:

Date:

Time:

Place:

Address:

Phone:

Fee:

Set-up requirements for lectures: Tables on which to display quilts. Room which can be darkened, podium light. Screen, three

pronged extension cord. Roxane will bring her own digital projector.

Sales: I will bring hand-dyed fabric and artwork that will be available for sale. I do not promote or spend time selling these items during lectures or class. The guild / conference will not expect to collect any commission on these sales.

Workshop: _____

Date: _____

Time: _____

Place: _____

Address: _____

Phone: _____

Fee: _____

Workshop: _____

Date: _____

Time: _____

Place: _____

Address: _____

Phone: _____

Fee: _____

Set-up requirements classes: One or two tables for display and demonstration purposes. Maximum 20 students. Ten more students may be added for an additional fee of \$15.00 per student. No more than two students per 3'x 8' table. Adequate light, and electrical outlets.

Fees Feb 2014-Jan 2015: (payment due at end of last workshop or lecture)

Full day, 6 hour class: fees upon request

Half day, 3 hour class: fees upon request

Two day, 2 consecutive 6 hour classes: fees upon request

Lectures: \$375.00

Some classes have additional supply fees.

A minimum of two 6 hr classes and a lecture will be required if air travel is involved.

Expenses: (payment due at end of last workshop or lecture)
Door to door travel: current federal reimbursement rate per mile or round trip air-fare, parking, tolls.

Lodging : hotel/ motel with on-site food or private home: nonsmoking, private bath.

Meals: to be provided by guild or \$35.00 per day

Extra Days: If Roxane needs to spend extra time at your location in order to save the guild or conference money on air fare your guild/conference will be responsible for all lodging and meal expenses on these extra days.

Lodging:

Name of hotel or motel:

or homeowner:

Street address:

City and Zip Code:

Phone:

Reservation #:

Cancellations: A guild or group may cancel due to insufficient enrollment prior to the time Roxane purchases airline tickets or incurs expenses. 30 day notice minimum. The contracting party will be responsible for travel expenses if the engagement is cancelled after airline tickets are purchased or expenses are incurred and will pay the full fee if classes or lectures are cancelled after Roxane has traveled to your area. If illness, accident, or serious family emergency prevent Roxane from teaching or lecturing it is agreed that this contract shall be null and void, and there shall be no claim for damage by either party.

Roxane Lessa:

Street address: ___1201 Trillium Cir. Apt. D

City and Zip Code: Raleigh, NC
27606

Phone:
 919-602-2260

E-mail: roxane@roxanelessa.com

Signed: _____ **Date:**

Guild representative:

Name: _____
Signed: _____ **Date:**
