



**Denise M. Cawley
Pizzazz Studios
Teaching Contract**

Pizzazz Studios, LLC.
Denise M. Cawley
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414-412-9990
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This agreement is made between Denise M. Cawley and _____
(contact person, guild name, address and phone #'s)

1. I agree to teach the following lectures or classes:

Class or Lecture _____ Date _____/time _____
Class or Lecture _____ Date _____/time _____
Class or Lecture _____ Date _____/time _____

Notes: _____

LCD projector available: _____ Overhead projector available: _____

Projection Screen available: _____ (if no screen is appropriate flat white wall available?) _____

Deposit agreed upon: \$ _____ Number of participants in lecture/workshop: _____

Audience info please circle all applicable: guild members store staff art
quilters

traditional quilters fashion/couture sewers beginners advanced other: _____

Fees if sales are allowed:

Fees for lectures and short (two hours or less) workshops \$325. A fee for each guild workshop or community center 6-hour workshop is \$500. (I.E. two-day workshops are \$1000 etc.) A deposit of 1/3 of my fee is required to hold your date in my calendar unless other arrangements are made. Payment is due at the end of the last class or lecture. I will supply receipts for travel expenses, which should also be paid at that time. Lectures are usually 1-2 hours in length. All fees and reimbursements must be paid in U.S. Dollars drawn on a U.S. bank.

2008 lecture and workshop rates will increase by \$25.

Retail stores or groups/events with a no-sales policy or a policy of taking a percentage of sales in classes, my fees are \$450 for a lecture and \$750 for a workshop

3. Travel Expenses: Your group is responsible for my traveling expenses. This includes transportation, lodging and food, and shipping. If I am driving, reimbursement is at the current rate set by the federal government. 2007 rate is \$.48.5 cents per mile. You will be charged the You can use Mapquest.com to determine the roundtrip mileage from my address to the address of your event to help you calculate the cost. If I'm coming by air, I will be shipping supplies two weeks before the event. I'll need a street address to ship to. (If you are in a hotel, it can be shipped ahead to the hotel, or to an address of a store or to someone who is home during the day). If I am coming by air, all travel arrangements should be made at least one month in advance. If your group is sharing me with another

group, you are responsible for negotiating how those expenses should be split and confirming that arrangement with me. I will provide contact information for you. I am happy to stay with one of your group members. I am allergic to smoke and must stay in a nonsmoking environment preferably with a separate bathroom. Cat or dog roommates are a plus that I appreciate.

4. Lecture set up and needs: Either a LCD projector- (please contact me to discuss) I also own an over-head projector and if driving I may be able to bring that. If I am driving. You must supply a projection screen. Also required: two tables for me to display work and products, and someone to help sell fabric and quilts. Lectures can be large - 50 or more is fine as long as your sound system supports the size of the group. Do note the size of your group on this form.

Classroom set-up for workshops/classes: Maximum number of students for a workshop or demo is 20 except a color theory workshop where I will accept 25 for an additional fee of \$25/student. (Talk to me if this is an issue). We'll need enough 3 holed electrical outlets for everyone in the class (power strips and extension cords will work fine) enough table space that students aren't cramped with their machine (recommended, 2 people per table), two tables for myself, and at least 3 working irons and ironing surfaces. I usually make thread and hand-dyed fabric available for sale to students in my class. So I can stay focused on teaching, I'll also need someone to help sell things. Let me know if this is a problem. Please, if students have problems, questions or requests, encourage them to call me. I want them to have what they need to have a fabulous day in class

5. Cancellation: If your group needs to cancel a date due to any reason, that may be done up to five weeks before the date of the first class. At that time I will refund all except any non-refundable travel expenses. If you cancel after five weeks your group is responsible for 1/3 of my fee and any travel expenses that I've incurred that are not refundable. In the case of an act of Nature, I will waive the fee. If there are any difficulties with these things, please feel free to call me and discuss your needs and any special situations.

Signed Denise M. Cawley

_____ Date _____

Signed on behalf of guild or group:

_____ Date _____

Address of class/meeting place:

_____ Time _____

Please include directions to your meeting place.

Phone numbers: Home: _____

Work: _____ Cell: _____

Shipping
Address _____

Email _____

Thank you!
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