

**Ellen Anne Eddy**  
**Teaching Contract 2009-2011**

This agreement is made between Ellen Anne Eddy  
and \_\_\_\_\_

.I agree to teach the following lectures or classes on

Class or Lecture _____	Date _____
Class or Lecture _____	Date _____
Class or Lecture _____	Date _____
Class or Lecture _____	Date _____
Class or Lecture _____	Date _____

**2. Fees through 2011.** Classes for 2009-2011 will be \$450 per lecture or 3 hour class, \$600 per six hour class, \$700 and \$1,025 respectively for no sale/ percentage situations. Classes booked must at least cover one teaching day or ½-day and 1 lecture, unless connected to another guild or group. Special program prices may apply to local guilds( within a 6 hour radius)

**3. Class scheduling.** All classes must be scheduled through my office manager. She can be reached at 405-361-5356 to schedule classes or email her at [threadmagik@gmail.com](mailto:threadmagik@gmail.com)

**4. Travel Expenses:** Your group is responsible for my traveling expenses. This includes transportation, housing and food, bus fare to the airport and shipping and baggage fees. If I'm coming by air, I will be shipping supplies two weeks before the event. I'll need a physical street address to do that. (Possibly where I'm staying or where classes are being held). If I am coming by air, all travel arrangements should be made at least one month in advance. We will make every effort to get the best fares for your group, or your group can make those plans with confirmation from my office staff. You can help us do that by responding promptly because we will make no plans without your permission. I will probably drive if you are within a six hour driving radius .If I am driving, reimbursement is at the current rate recognized by the Internal Revenue Department as mileage. We'll check that through Mapquest. If your group is sharing me with another group, you are responsible for negotiating how those expenses should be split. I will provide contact information for you.

I do have food allergies.I am very allergic to wheat and wheat products. Currently I can only eat meat (Chicken, turkey, beef, eggs), cheese, fruit, rice and vegetables. I am also allergic to chocolate, soy sauce, dried beans, fish and shell fish. Because these allergies can incapacitate me, I need to be quite careful about them. For that reason, I cannot participate in potluck dinners unless I can eat ahead of time or unless food is planned for me. Food allergies do change over time, so please check before I come to visit.

I am happy to stay with one of your group members. I prefer a non-smoking environment with a separate bathroom. Cat or dog roommates are a plus I appreciate. Please ask students not to wear scents. I am also allergic to many perfumes.

**5. For class and lecture needs**

**Lecture:** electrical cords, microphone if the room warrants that, a screen for a slide projector, two tables, someone to help sell fabric and quilts. I will bring my own LCD projector if you do not have one.

**Classroom:** Optimum number of students for a workshop or demo is no more than 20. You may exceed my optimum number up to 22 with an extra \$25 per student charge.

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 a working iron and ironing surface.

If I'm coming by air, I'll need to borrow a machine. What would be best is a counter balanced Bernina numbers from 730-1530, 135-155, or 430-440, or 630 This is because I have around three hundred bobbins full of thread, ready for demo. I am familiar with other machines and can use them as well, but I need to plan ahead to do so.

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. If there is a store or vendor in your area selling threads, I'm happy to work with them so my students will have an ongoing source and so they have a good sales day. Encourage them to call me.Don't hesitate to call if you have questions or concerns. I also encourage students to call if they need help finding things or are unsure of what they should bring.

For most classes I don't do kits because they are a major limit to creativity. Instead I bring in a full range of resources for students to choose from. For the classes where I do supply kits, a list of kit materials and a kit fee will be listed. Kit fees are subject to change without notice. The tools and materials list together is their supply list. I do bring in a range of sheers, hand-dyes and thread, stabilizers, and hard to find tools in case they're needed. If there is a vender or store that is involved in class, I'm delighted to include them and will not compete with what they have for sale. Please have them call me to set that up.

I would be happy to send a classroom sample for your guild. Please send an email to remind me 2 weeks before you need the sample.

This information is available on my web page at [www.ellenanneeddy.com](http://www.ellenanneeddy.com). You have my full permission to use any information or photo from it for promoting my classes for your group and/or event. I request that my name and the name of the piece be on that promotional material

**5. Cancellation** If your group needs to cancel a date do to any reason that may be done up to five weeks before the date of the first class. If you cancel after that time your group is responsible for 1/2 of my fee and any travel expenses that I've incurred that are not refundable. In the case of an act of God, I will waive the fee.

If there are any difficulties with these things, please feel free to call me and discuss it.

Signed Ellen Anne Eddy

\_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
For \_\_\_\_\_

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Phone number \_\_\_\_\_  
Home \_\_\_\_\_ Work number \_\_\_\_\_

Shipping Address \_\_\_\_\_

Email \_\_\_\_\_  
Please sign one copy and return one. I will send you a signed copy for your records  
Do you wish me to list your event on the web page? Yes  No

Contact person \_\_\_\_\_ Phone \_\_\_\_\_  
Address of class/meeting place: \_\_\_\_\_  
\_\_\_\_\_ Time \_\_\_\_\_

Do you wish me to make travel arrangements? for Yes  No   
If you wish to make arrangements they should be made at least four weeks before class and confirmed with my office manager.  
Do you wish me to bring an LCD projector? Yes  No   
Do you wish me to contact other guilds in your area and tell them about my classes?  
Yes  No   
You may wish to share my trip with other guilds in your area. It reduces your travel costs and leaves students with more class options. Is there another group that would be interested?

Group name \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Group name \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

**Please send all contracts to**

Ellen Anne Eddy c/o  
Melida Boman  
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Moore OK 73160-1304

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