

**Ellen Anne Eddy
Teaching Contract**

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 _____

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Class or Lecture _____ Date _____

2. Fees through 2007. Class fees for 2007 will be \$450 per lecture or 3 hour class, \$600 per six hour class, \$625 and \$900 respectively for no sale/ percentage situations. Classes for 2008-2009 will be \$500 per lecture or 3 hour class, \$650 per six hour class, \$700 and \$1,025 respectively for no sale/ percentage situations.

Classes booked must at least cover one teaching day or 1/2-day and 1 lecture, unless connected to another guild or group.

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@yahoo.com

4. Travel Expenses: Your group is responsible for my travelling expenses. This includes transportation, housing and food, bus fare to the airport and shipping. If I'm coming by air, I will be shipping supplies two weeks before

the event. I'll need a UPS street address to do that. (If you are in a hotel, it can be shipped ahead there, 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. 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. If I am driving, reimbursement is at the current rate recognized by the Internal Revenue Department as mileage. 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. Currently I can only eat meat (Chicken, turkey, beef, eggs), fruit, and vegetables, I am also allergic to chocolate, soy sauce, dried beans, fish and shell fish, onions, caffeine and cheese. 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, a microphone if the room warrants it, a screen for a slide projector, two tables, someone to help sell fabric and quilts. I will bring my own LCD projector.

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 440. 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.

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.

6. Your teaching package is set up to give you all the information you need to promote and publicize classes. The class list has a general overview of all classes, plus the class recommendation. Groups vary so much. This will help you decide which classes will suite your group best.

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.

Each class page has:

A class name and description

A photo of the class project

A skill level

An outline of activities

The class length

A tools list (Durable equipment)

A materials list (fabric, threads and stabilizers used in class)

My contact information

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. 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 due 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

Phone number

Home _____Work_____

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? 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 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-----