

Workshop/Lecture Information and Fees

Melody Randol
Melody Quilts
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Fee Schedule

Lectures and Demonstrations

1 to 2 hours \$200.00

Half Day Workshop (4 hours)

Time to be determined \$200.00

Full Day Workshop (8 hours)

9 AM to 5 PM \$350.00

Two-Day Workshop (16 hours)

9 AM to 5 PM daily..... \$650.00

Expenses

Complete travel, meal and lodging expenses must be paid by the sponsoring organization including:

- Roundtrip Airfare (deposit may be required, depending on cost of ticket)
- Ground transportation to and from Denver International Airport
- Highway tolls, parking, and roundtrip mileage @ current rate per mile
- Lodging (Private room and bath, please), meals, and transportation between airport and workshop/lecture destination when applicable

Cancellation policy

If due to unforeseen circumstances the Lecture/Workshop needs to be cancelled, the contract may be cancelled up to 30 days prior to the purchase of airline tickets or incurred expenses.

If cancellation becomes necessary by the sponsoring organization any time after airline tickets have been purchased and any expense has been incurred, complete reimbursement to Melody Randol is required upon receipt of adequate documentation thereof.

If cancellation becomes necessary by Melody Randol due to unforeseen circumstances and an alternative date cannot be arranged, this contract will become null and void and any deposit will be refunded in full to the sponsoring organization.

Workshop/Lecture Contract and Invoice

Sponsoring Organization:

Contact Name(s):

Address:

Daytime Telephone:

Evening Tel:

Email Address:

Date of Lecture:

Location of Lecture:

Title of Lecture:

Fee \$.....

Date of Workshop:

Location of Workshop:

Title of Workshop(s):

Fee \$.....

Additional Workshops:

Fee \$

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Fee \$

Fees: Lecture: \$200 • Half Day Workshop: \$200

• Full Day Workshop: \$350 • Two-Day Workshop: \$650

Total Lecture/Workshops fees

\$.....

Expenses to be paid for by the sponsoring organization if applicable

- Round Trip Airfare (Notification will be sent if deposit for airfare is required, depending upon cost of airline tickets): \$.....
- Baggage fees \$.....
- Transportation to and from Denver International Airport: \$.....
- Transportation, Parking, Tolls: \$.....
- Roundtrip mileage expense @ current rate per mile: \$.....
- Meals: \$.....
- Lodging – (private room and bath, please): \$.....
- Other: \$.....

Total Expenses \$.....

Total Lecture/Workshop Fees (See above) \$.....

Total Amount Due (less deposit if applicable) \$.....

The signing of this contract confirms the terms stated in this two-page Workshop/Lecture Information and Fees as well as the cancellation policy between the above-mentioned organization and Melody Randol. Please retain one copy for your records and return one to Melody Randol in the enclosed SASE. Full payment is due at the closing of program.

Separate checks for services and travel reimbursements would be most appreciated.

Signature:

Date: