

# Nancy's Teaching Information

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## Classes

Thank you for your interest in hiring me to speak and teach. My classes are project-oriented -- which means students learn a technique that can be applied toward making their own quilt -- instead of ending the day with just a technique practice sample! Upon request, some workshops can be tailor-made to your choice of time period. The addition time in a longer workshop help ensure that everyone has plenty of hands-on sewing time to achieve the best possible results during class. All workshops are adaptable to all skill levels. Supply lists are provided for each workshop and most workshops include a cutting list so you can make the most of class time.

Unless there is prior mutual agreement, class size is limited to a maximum of 20 students. An additional fee of \$15 per person may be applied for each student over the limit of 20 students per class, with no more than 30 total and only if the classroom will comfortably accommodate that number.

**I'm sorry, but I'm unable to forward project samples for display prior to scheduled workshops, as these quilts are often in use for other commitments and I've found that scheduling conflicts can occur.**

## Fees

Workshops: 1/2 day class (or 3 hours): \$ 400.00  
1 day class (or 6 hours per day): \$ 600.00

Lectures: \$ 600.00 Lecture only  
\$ 400.00 Lecture fee when combined with 1 class (3 hour or 6 hour)

A total of \$1000 in fees must be met for trips requiring air travel or more than 3 hours driving one way (this can include presentations made to more than one group.)

Fees and policies are subject to change until a signed contract is completed by both parties.

**Note:** if a non-teaching day is required between guild meeting and workshop day(s) there will be a \$150 layover fee for each non-teaching/speaking day.

## Travel

Air travel requirements include round-trip airfare via Delta airlines from the Atlanta airport (including baggage fees), plus round-trip ground transportation from my home to the airport and parking fees. I'll make my own arrangements 6-8 weeks before the event. The hosting group(s) is responsible for reimbursing all travel costs, and any overweight luggage fees assessed by the airline for quilts or teaching materials will be included.

If the location is less than a 5 hours driving one way, I will drive to your event and round-trip mileage will be charged at the IRS rate in effect at the time of the event.

## Lodging and Meals

While I always appreciate the generous offers of hospitality for lodging during my visits, I've found that a hotel room works best for me. A private, non-smoking room in a hotel with access to the room from an interior corridor is required. I prefer to stay at a Hampton Inn or Holiday Inn Express, if possible. (B & Bs don't work well for my needs, because I require the larger work space, wireless internet, and other conveniences that most hotels offer.)

Generally, for a two day engagement, three nights of lodging are required. When a morning lecture or workshop is more than 1 hour drive from my home, lodging the night before may be necessary. The hosting group(s) is responsible for all lodging costs. The hosting group(s) is also responsible for 2 simple meals per day during the time of the event and (depending on the circumstances) a per diem rate of \$20 for travel days (before and after the event).

## Contract

Once a visit to your group or event has been scheduled, I'll email a teaching contract that can be printed, completed, and mailed to me. I'll sign the contract and return a copy for your records. A signed contract is required to secure your dates. My mailing address is:

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