



## Local Fees and Terms

### General Class Information

If you decide to hold a workshop, contact Karen with the dates and classes you have chosen. An agreement will be sent for you to sign and send back with a 25% deposit. The following class information will also be provided:

- ◆ Class description and length
- ◆ Appropriate student level
- ◆ Student supplies
- ◆ Teaching supplies that need to be provided by the shop/event
- ◆ Classroom setup.

In some cases, Karen can provide a sample of the class project to use in marketing the class. Be sure to ask about that if you are interested.

### Teaching Fees

- ◆ **For Shops and Guilds** - Karen does not require any base number of teaching hours. You may schedule as few as 1 class.
- ◆ **For Local Events:** Karen requires a base 12 hours of teaching time (2 days - 6 hours each) at a \$1500 fee.
- ◆ If additional classes are requested, the teaching fees of \$375 per 3-hour class or \$750 per 6-hour class will be added to the base.
- ◆ Some classes may include kits with fees ranging from \$10 - \$40 per student.
- ◆ Also added to the base fee will be transportation\*, hotel, meals and printing cost of handouts. Internet access is always appreciated.
- ◆ If meals are not provided, a per diem of \$60 per 6 hours of teaching is requested.

\* Transportation may include round-trip airfare (coach rate), train fare (round-trip if necessary), taxi, or car rental fees. If Karen drives (radius is limited to a 2-hour drive from Pasco, WA) round-trip reimbursement will be calculated at the Federal rate, whatever the rate is at the time of the workshop. There are instances in which I would not charge mileage or other travel fees, please ask about that.

A class size of 20 students is preferred for optimal attention to each student. If a waiting list develops, contact Karen. For some classes, extra students can be added up to a total of 25 on a prorated basis. Ask Karen for more information on the prorated option.

### Extras

Karen would be glad to include a book signing and/or trunk show at the time of her workshop. Any of her patterns and self-published books can be sent in on consignment. Pay for only the items you sell and keep to sell in the shop and return those you do not wish to keep. Let Karen know at the time you are booking the workshop.

**For Large Events:** Karen would appreciate information about working with a market vendor and/or information about booths for instructors to sell books and patterns to attendees.

Karen will include the information about your workshop both in her website calendar and in her bi-weekly newsletter until the event is over.