

## Workshop and Lecture Requirements

Like to hire me? It's very simple...

- Email me at [nancy@nancyprince.com](mailto:nancy@nancyprince.com)
- List the proposed dates for the workshop/lecture
- Please include your guild name in the subject line – this is so helpful for me
- Upon receipt of your email, I will attach a contract for your purview and let you know what date fits my schedule
- Indicate whether the interest for a workshop/lecture is for on-site or virtual

### The following requirements are for On-Site Workshops

#### Workshop Requirements

- Maximum of 20 students per workshop
- Outlets and electrical capacity to support sewing machines
- **Projection screen and AV table** for media equipment
- I will bring my own projector
- Table space for students to work comfortably
- Two to three tables for my supplies
- Bernina 530 or better sewing machine if I am flying to workshop
- A kit fee for each workshop will be collected at the workshop
- Check for services required after last event
- Virtual workshops, Supply Lists, Purchasing Workshop Kit, Preparing for the Workshop and two recommended videos can be found at this link – <http://nancyprince.com/workshop-lectures/on-site>

#### Lecture Requirements:

- **Projection screen** which can be seen from back of room
- AV table for my projector
- Three prong extension cord for projector.
- Two tables to display quilts and small table for projector
- Due to luggage weight requirements, it is difficult for me to bring the larger quilts
- Two quilt stands if I am shipping larger quilts; A shipping quote for larger quilts will be available upon request
- Lectures can be found at the bottom of the page at this link - <http://nancyprince.com/workshop-lectures/on-site>

#### Travel Requirements:

- Round trip airfare (I prefer to schedule my own airline reservations). I will pursue the most economical fare possible)
- Airport parking
- Prevailing rate for automobile mileage (If I am driving)
- Highway tolls (If I am driving)
- Meals and gratuities
- Normal ground shipping costs for teaching supplies only to and from guild/conference by FedEx
- Any non-teaching days between workshops
- Prevailing compensation for checking first and second bag on airline

#### Location Requirements:

- Ground transportation
  - Lodging:
    - Hotel with inside access to room
- Products will be available for sale at the lecture and workshop with no commission being paid to the hiring group.