



Heirloom Quilting Designs

by Joanie Zeier Poole
www.heirloomquiltingdesigns.com

Sharing a passion for Free-Motion Machine Quilting Education and Designs

Facility Requirements Travel and Fees
Joanie Zeier Poole
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Thank you for the invitation to submit information about presenting an event for your group. To check on availability of a date or any matters not covered here, contact Joanie.

Workshop Facility Requirements

Joanie will provide a description of the workshop, a supply list, student handouts and a photo of the project. Contact Joanie to determine if a model for the class project is available on loan up to three months before the event. Any material or kit fees will be provided on the supply list.

Host organization should provide an appropriate facility with adequate lighting, electrical connections and space with no more than two students per table. All workshops include a PowerPoint presentation. Host organization should provide a screen, three-prong extension cords for two appliances and at least three tables for display. Unless otherwise requested, a computer and digital projector will be provided by Joanie. Design workshops require the use of light boxes and a copy machine/desktop printer with enlarging and reducing capabilities with a supply of paper and ink.

Lecture/Demos Facility Requirements

Joanie's lecture presentations include the lecture, a question and answer period, trunk showing of quilts, and an opportunity for sales and to mingle with your group. The planned lecture is 45 minutes however the length of these presentations can be adjusted to the schedule of your event.

For best possible presentation of PowerPoint lectures, host organization should provide a screen, a microphone if necessary, three-prong extension cord for two appliances and at least three tables for display. Unless otherwise requested, a computer and digital projector will be provided by Joanie. A greater impact for your event will be made if one or more quilts can be displayed on quilt racks provided by host.

For Evening Programs, please respect late night travel by scheduling Joanie's presentation to precede any guild business meeting.

Class Size and Fees

Workshop fees can be obtained by contacting Joanie to confirm availability for your date. Workshop fee is based on 16 students. If your facility can accommodate more than 16, an additional fee per student will be charged. Lecture fee is for unlimited students.



Email Joanie at joanie@heirloomquiltingdesigns.com

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Travel Requirements and Fees

Food and Lodging

Host will provide meals and lodging during the duration of the event. A \$25.00 per trip meal stipend will be paid by host if travel time by car or air exceeds 3 hours.

Joanie will stay in a clean, quiet hotel or, if lodging is in a private home, a private bedroom and bathroom are requested and (due to allergies) with non-smokers and non-pet owner as hosts.

Travel by Air

Travel expenses will be paid by the host and include airfare, all baggage fees, parking, and ground transportation from the Dane County/Madison, WI airport (\$ 25 each way). Arrange transportation to meet Joanie at the airport to transport luggage and class materials. Considering baggage weight requirements, when traveling by air, host will provide workshop hand-outs.

Travel by Car

Joanie will drive within reasonable distance of Madison, WI, receiving the IRS mileage guidelines plus tolls and parking fees. This provides an obvious advantage to the host because supplies are transported without additional expense and Joanie can bring more quilts for display. Please provide Joanie with driving directions to and from each scheduled facility and contact information including cell phones for two host contacts, at least one week prior to the event.

The distance to host location from of Madison, WI will determine the minimum number of presentations required for a booking. Please consider these suggested events:

- A morning lecture and a half-day afternoon workshop
- An afternoon half-day workshop and an evening lecture
- An evening lecture with a full-day workshop the next day.

Driving Distances greater than 3 hours: a lecture with two or more full-day workshops.
Travel by air: a lecture with two or more full-day workshops.

When the first presentation is in the evening, the host is advised to schedule a half-day class during the afternoon before the lecture. This provides the host with a great opportunity to add an event at no additional travel expense (only the teaching fee) which is an opportunity for the host to increase revenue. Suggested presentation in this situation is the *Choosing, Adapting and Using Quilting Deigns* lecture/demo which targets all quilters; hand, longarm and domestic, does not require machines, easily accommodating a large group.

Sharing Expenses

Expenses can be shared between all guilds/conferences on a multi-venue tour. Individual groups will be responsible for teaching fees and food and lodging expenses on the days Joanie is traveling or working for them. A \$250.00 fee will be a shared responsibility divided by both hosts for days of travel without the opportunity to teach or lecture, unless it is Joanie's choice not to schedule an event.

Cancellation

When the date of a booking is agreed upon, that date and subsequent travel time will be held for the host in Joanie's schedule. If because of accident, illness, act of God or unavoidable circumstance occurring that time frame, the instructor is unable to appear or the host is unable to hold the meeting, a mutually satisfactory date to reschedule will be agreed upon. If the host organization should cancel less than 90 days prior to the date of presentation, one-half of the teaching fees will be retained to the instructor.

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