

## **Instructor Contract with Jackie Erickson-Schweitzer**

53 Parlange Dr • Destrehan LA 70047

jackie@heartstringsfiberarts.com • www.heartstringsfiberarts.com

Phone/fax: 985-764-8094 • Toll-free outside the New Orleans area: 1-888-955-8094

Under this agreement, Jackie Erickson-Schweitzer (“Instructor”) agrees to teach, speak, or otherwise deliver classes named below and the named Contracting Organization (“Customer”) agrees to pay fees and expenses, and to provide classroom facilities and instructor amenities, as enumerated in this contract.

### Definitions

Class: A workshop or program

Workshop: A class comprised of lectures, demonstrations, student hands-on practice and exploration, one-on-one instruction as needed, and more thorough coverage of topic than in a program – usually 2 or more hours per class

Program: A class comprised of lecture and demonstration only – usually not exceeding 2 hours

### Contracting Organization

Organization Name	Contact Name
Address	City, State/Province, Postal Code
Phone	Fax
	Email

### Classes Contracted

1)	Workshop or Program Topic	Date(s)	Duration	Max Students	Class Fee	+	Per-Student Fee
2	Workshop or Program Topic	Date(s)	Duration	Max Students	Class Fee	+	Per-Student Fee
3	Workshop or Program Topic	Date(s)	Duration	Max Students	Class Fee	+	Per-Student Fee
4	Workshop or Program Topic	Date(s)	Duration	Max Students	Class Fee	+	Per-Student Fee

### Class Site

Location Name	City, State/Province
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**Class Size** - A workshop is limited to a maximum of 20 students unless otherwise noted in this agreement. A program can have any number of students, subject to the space and seating for which the Customer has prepared.

**Per Day Commitment** - Unless there is prior agreement, Instructor will deliver classes a maximum of six hours per day. Appearances at ancillary events beyond the six hour per day maximum are at the Instructor’s option.

**Facilities** – For either workshops or programs, Customer agrees to provide a well-lit classroom equipped with tables and chairs to accommodate all students; two additional tables for Instructor’s teaching materials and displays, one flipchart or dry erase board, and one set of colored markers of appropriate type to be used with the flipchart or dry erase board. The room needs to be arranged such that all students can easily see the Instructor from a central point for group instruction. For workshops only, the room additionally needs to be spacious enough and arranged such that the Instructor can move around among students to give individual instruction and assistance.

**On-Site Sales** – For the convenience of students, Instructor has the option to offer additional supplies and project kits for sale before and after the scheduled class times.

**Amenities and Reimbursable Expenses**

**Lodging and Meals** – For classes delivered outside of the Greater New Orleans area, the Customer is responsible for arranging and paying for housing and meals for the Instructor. Instructor requires a private bedroom and bathroom, and is willing to stay in a student’s home provided there are suitable accommodations. Instructor has no special accessibility or dietary requirements.

**Transportation** – For classes where Instructor will be traveling by air, Customer is responsible for arranging round-trip reservations from New Orleans International airport (MSY) to class site, pre-paying airline tickets, and providing all transportation between destination airport terminal, and class and lodging locations. Should Instructor be traveling from another origination location than MSY or afterwards to another location than MSY, Customer and Instructor will coordinate travel plans for mutual benefit.

**Mileage Expenses** – For classes where Instructor will be driving, Customer will reimburse round-trip mileage at the standard IRS rate then in effect, from Instructor’s home in Destrehan, LA to the class location site. For classes where Instructor will be traveling by air, Customer will reimburse at the standard IRS rate then in effect for 20 miles round-trip from Instructor’s home in Destrehan, LA to the MSY airport terminal, plus airport parking fees.

**Shipping Expenses** – Depending on bulk and weight of teaching materials for contracted classes, shipping may be necessary. Customer will provide a ship-to address, reimburse for actual shipping costs, will be responsible for safety and security of materials once received, and provide transport of the materials between the ship-to location and class site.

**Compensation**

**Payment Terms** – Instructor will present Customer with detailed invoice for class fees, per-student materials fees based on actual student attendance, and reimbursable expenses. Customer will make full payment to Instructor no later than the completion of the last scheduled class contracted in this agreement.

**Currency** – All monetary amounts referred to herein will be paid in US dollars.

**Cancellation Policy**

The Customer or Instructor may terminate this Agreement at any time by giving the other party 30 days written notice. In the event that Instructor must cancel any class(es) within a timeframe of less than 30 days due to illness, family emergency, act of God or war, Instructor will make every effort to reschedule the remaining class(es) giving the Customer priority placement in the Instructor’s schedule.

**Copyright**

All instructional materials distributed during the class remain the property of the Instructor and may not be reproduced for any purpose without the Instructor’s express written permission. Audio or visual recording in any form shall not be permitted in the class without Instructor’s permission.

**Governing Law**

This Agreement shall be construed in accordance with the laws of the state of Louisiana and all litigation shall be brought in the courts of that state.

\_\_\_\_\_  
Name Jackie Erickson-Schweitzer

\_\_\_\_\_  
Signature Signature

\_\_\_\_\_  
Date Date

**Read this contract carefully, sign and return both copies within thirty (30) days of receipt.  
I will countersign and return one copy by return mail.**