

QC Lecture/Workshop Checklist

Name:

Address:

Telephone:

e-mail:

Transportation: by air

by land

Estimated time of arrival:

departure:

Estimated costs:

(QC expects visiting artists to make a reasonable effort to obtain favorable travel fares.)

Room and Board with QC member from (arrival):

to (departure):

Any food/pet allergies?

Any special needs?

Title of Lecture:

Date:

Lecture Fee:

Audio-Visual or other Equipment required:

Title of Workshop:

Date:

Workshop Fee:

Maximum # of Participants:

Workshop Assistant required?

Space/Equipment requirements: (tables, irons, quilt racks, etc.)

Quilters Connection Contract Coordinator:

Sandy Gregg

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617-864-1890

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Date: