

CPQG=Cotton Patch Quilt Guild  
 FQG=Frisko Quilt Guild  
 HQG=Homespun Quilters Guild  
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 QGD=Quilters Guild of Dallas  
 QSC=Quilting Sisters of Color

CQEC=Creative Quilters of Ellis County  
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**1 How many times per year do you use member speakers or non-speaker meetings (Sit and Sew, etc.) rather than non-member speakers?**

CPQG	3: officer installation w/ CS sale, skills night, Christmas	KQG	2
CQEC	3	LSHQG	8 member presentations or sewing demo
DQG	2: one Round Robin and December is our Christmas party	MQG	Once or twice Guild member speaker
FQG		QGD	Maybe two or three times
GaQG	5 or 6	QGGP	11
GrQG	4	QGP	2 no speaker + 3 member-speaker
HQG	5	QSC	1 or 2 member speakers. All are sit and sew
IQG	3 or 4	RRVQG	8
JCQG	2-3 depending on budget left	RQG	Use member speakers 8 times per year

**2 Do you have a formal written contract with speakers?**

CPQG	Yes	KQG	Yes
CQEC	No	LSHQG	Only when requested
DQG	Yes	MQG	Yes
FQG	We have an agreement	QGD	Yes
GaQG	Yes	QGGP	No
GrQG	Yes	QGP	Yes
HQG	Yes	QSC	No
IQG	No	RRVQG	No
JCQG	No	RQG	Yes

**Are you aware that the TAQG website has a sample Programs Contract?**

CPQG	Yes	KQG	Yes
CQEC	Yes	LSHQG	No
DQG	Yes	MQG	Yes
FQG	Yes	QGD	No
GaQG	Yes	QGGP	Yes
GrQG	No	QGP	Yes
HQG	Yes	QSC	Yes
IQG		RRVQG	Yes
JCQG	No	RQG	No

**3 Do you use your own contract?**

CPQG	Yes	KQG	
CQEC	Yes	LSHQG	
DQG	Yes	MQG	Yes
FQG	Yes	QGD	Yes
GaQG	Yes	QGGP	N/A
GrQG	Yes	QGP	Yes
HQG	Yes	QSC	N/A
IQG	No	RRVQG	No
JCQG		RQG	No

**TAQG contract (or modified version of it)?**

CPQG		KQG	Yes
CQEC		LSHQG	
DQG	Yes	MQG	Yes
FQG		QGD	
GaQG	No	QGGP	N/A
GrQG		QGP	Yes
HQG	No	QSC	

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IQG			RRVQG		No
JCQG			RQG		

**Has the speaker provided their own contract?**

CPQG			KQG		Yes
CQEC	Yes		LSHQG		Yes
DQG	Yes		MQG		A couple
FQG	No		QGD		Yes
GaQG	Occasionally		QGGP		N/A
GrQG	Most could provide but we used ours		QGP		Occasionally
HQG	Yes		QSC		
IQG	Sometimes		RRVQG		No
JCQG	Only use a contract if speaker provides		RQG		Yes

**Do speakers get a copy of the contract (signed by a guild representative)?**

CPQG	Yes		KQG		Yes
CQEC	Yes		LSHQG		Yes
DQG	Yes		MQG		If requested
FQG	If requested		QGD		Yes
GaQG	Yes		QGGP		N/A
GrQG	Yes		QGP		Yes
HQG	Yes		QSC		N/A
IQG	When asked		RRVQG		No
JCQG			RQG		Yes

**What provision does the contract include to cover cancellations?**

CPQG	There is a provision		QGD		
CQEC	It is a mutual agreement so far		QGGP		N/A
DQG			QGP		
FQG	None		QSC		N/A
GaQG	Cancelling Party reimburses for verifiable expenses		RRVQG		N/A
GrQG	Rebooking as first option for either party cancelling. If that is not possible, the cancelling party is responsible for any expenses that have been incurred to that date.				
HQG			RQG		
IQG	None				
JCQG	None				
KQG	Guild not responsible for services not rendered				
LSHQG	Speakers are usually from the local area. Things are not as formal				
MQG	30 days prior to event in writing and agreed by both parties				

**If the speaker cancels?**

CPQG	No penalty		KQG		
CQEC			LSHQG		No payment
DQG	None		MQG		
FQG			QGD		Not specified in contract
GaQG			QGGP		N/A
GrQG	See above		QGP		Not addressed in the standard contract
HQG	None		QSC		
IQG			RRVQG		
JCQG			RQG		

**If the guild cancels?**

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CPQG	No penalty	QGD	Requires 2 months written notice
CQEC		QGGP	N/A
DQG	If air travel is beyond the guild's budget, we reserve the right to cancel. We have the right to cancel a workshop 30 days prior to the date if we can't fill it	QGP	The contract states that the guild may "cancel this contract due to insufficient enrollment no later than 60 days prior to contracted date."
FQG		QSC	
GaQG			
GrQG	See above	RRVQG	
HQG	Must be done no later than 30 days	RQG	
IQG			
JCQG			
KQG	None		
LSHQG	We would have to work out with speaker		
MQG			

**3 Do you contact speakers just before the event to confirm arrangements?**

CPQG	Yes	KQG	Yes
CQEC	Yes	LSHQG	Yes usually we are in contact
DQG	Yes	MQG	Yes
FQG	I contact them several times	QGD	Yes
GaQG	Yes	QGGP	No
GrQG	Yes	QGP	Yes
HQG	Yes	QSC	N/A
IQG	Yes	RRVQG	Yes
JCQG	Yes	RQG	Yes

**If so, what type of communication (email, call, text, etc.)?**

CPQG	Email	KQG	Email or call
CQEC	Call or text	LSHQG	Email and text
DQG	Email	MQG	Email
FQG	Email	QGD	Email or call
GaQG	Email or call	QGGP	N/A
GrQG	Generally Email	QGP	Email and phone call
HQG	Email	QSC	
IQG	Email	RRVQG	Email or call
JCQG	Email or text	RQG	Email

**Do you use positive verification (speaker return email, etc.)?**

CPQG	Yes	KQG	Yes
CQEC		LSHQG	Email or text
DQG	Yes	MQG	Yes
FQG	No	QGD	I ask speakers to reply
GaQG	Yes	QGGP	N/A
GrQG	Mostly receive response but don't require it	QGP	Yes
HQG	Yes	QSC	
IQG		RRVQG	No
JCQG	Written thank you note	RQG	Yes

**4 Does the responsibility for liaison with the facility lie with the Programs Committee?**

CPQG	No	KQG	Yes
CQEC	No	LSHQG	Yes
DQG	No	MQG	Yes
FQG	No	QGD	Yes

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GaQG			QGGP	Yes
GrQG	Yes		QGP	Yes
HQG	Yes		QSC	No
IQG	Yes		RRVQG	Yes
JCQG	Yes		RQG	Yes

**5 Where do you hold meetings?**

CPQG	Kavanaugh UM Church's (Greenville) large dining area		KQG	Church
CQEC	Waxahachie Bible Church		LSHQG	Senior Citizens Center
DQG	The Center for Visual Arts, Denton		MQG	Collin County College Conference Center
FQG	Conference center at college		QGD	Congregation Shearith Israel
GaQG	First Presbyterian Church , Garland		QGGP	1st Presbyterian Church of Grand Prairie
GrQG	Catholic Church fellowship hall		QGP	Church+ Plano Centre for quilt show meeting
HQG	Church		QSC	Concord Baptist Church - Dallas, TX
IQG	Church		RRVQG	Local Quilt Shop
JCQG	Cowboy Church, Joshua		RQG	Church

**What cost is associated with space rental for meetings?**

CPQG	\$1200 annually		KQG	\$300 per year
CQEC	Yearly donation		LSHQG	A yearly rental fee
DQG	None		MQG	\$100 per month
FQG	About \$3,000 per year		QGD	\$425 per month for large auditorium setup
GaQG	Annual \$600 donation		QGGP	\$250 per year
GrQG	\$500 per year, but we use it for additional Sit n Sew days		QGP	Now \$250 per month. Next year - no charge
HQG	\$900		QSC	Annual donation
IQG			RRVQG	None
JCQG	We make a donation each year		RQG	

**6 Where do you hold workshops?**

CPQG	In Kavanaugh's large and small dining areas		KQG	Church
CQEC	Same location or Ferris Heights MC		LSHQG	Usually at one of the local churches
DQG	Public library		MQG	Pioneer Ridge Retirement Center
FQG	Various locations		QGD	Quilt Stores, Richardson Civic Center
GaQG	Same		QGGP	Same
GrQG	Generally at the conference room of United Electric Co-op		QGP	Usually same; occasionally other facility
HQG	Church		QSC	Member speakers - same location
IQG	Various City Parks		RRVQG	Local Quilt Shop
JCQG	Haven't had many workshops because of lack of interest. We have some next year at Country Stitches Quilt shop		RQG	Church

**What cost is associated with space rental for a workshop?**

CPQG	No additional cost		KQG	Included in rental cost
CQEC	None		LSHQG	A donation of \$50-100
DQG	None		MQG	None
FQG	Varies		QGD	Varies
GaQG	Included in donation to church		QGGP	Included
GrQG	\$0 for non profit organization		QGP	Now \$100 per month. Next year - no charge
HQG	Included in rental cost		QSC	None
IQG	\$0 501-C		RRVQG	None
JCQG			RQG	

**7 Do you have any unique suggestions for meeting or workshop spaces?**

CPQG	No		MQG	No
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CQEC	Local churches or once the city allowed us to use a facility	QGD	No
DQG		QGGP	No
FQG			
GaQG	Finding a large enough space with adequate electrical outlets at a cost we can afford is always a challenge. While the lighting in the church fellowship hall leaves something to be desired, it is offset by the fact that it is free! We do everything we can to maintain a good relationship with our host church. This year we are making them new banners and have offered to buy a riser/stage platform for their fellowship hall.		
GrQG	The United Electric Co-op has large, well lighted room with windows covering two walls, lots of easily moved chairs/tables and overhead projection if needed. Also has close toilets and included kitchen with fridge, microwave, icemaker, sink etc., free to non profit organization		
HQG	Good lighting, adequate seating and electrical outlets		
IQG		QSC	
JCQG	No	RRVQG	No
KQG		RQG	
LSHQG			
QGP	Workspace with lots of electrical outlets or that can handle the load of multiple extension cords. Space with concrete or tile floor and access to sinks for workshops with fabric painting or dyeing		

**8 What amenities do you offer the Speaker?**

CPQG	Meal, motel (if needed) and mileage	QGD	Tables to setup wares, quilt racks
CQEC		QGGP	None
DQG	Airfare, pickup from airport and lodging. We also provide mileage if driving.	QGP	Hotel room if not local, ride to/from meeting and workshops
FQG	Help with set up, provide any extra tables, etc	QSC	N/A
GaQG	An enthusiastic audience.	RRVQG	
GrQG	Meals as needed, hotel, mileage	RQG	
HQG	Lodging if necessary		
IQG	We have Pot Luck		
JCQG			
KQG	Depends on speaker home location		
LSHQG			
MQG	Hotel, if over 3 hour drive		

**A meal?**

CPQG	Yes	KQG	Yes
CQEC	No	LSHQG	Yes
DQG	Yes	MQG	Yes
FQG	If requested	QGD	N/A
GaQG	Sometimes	QGGP	No
GrQG	Yes	QGP	Yes, a dinner before the guild meeting, dinner after Friday workshop, lunch during workshop(s)
HQG	Yes	QSC	
IQG		RRVQG	Yes
JCQG	Yes	RQG	No

**If they have a long drive do you let the speaker go first?**

CPQG	Always	KQG	Yes
CQEC	Rarely	LSHQG	Yes
DQG	Speakers follow committee updates	MQG	Yes
FQG	Should but have not yet done so	QGD	N/A
GaQG	No - our business portion is kept very short to get the speaker to the podium by 7:45.	QGGP	No

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GrQG	Not generally. Long drive speakers tend to choose hotel overnight	QGP	Have not done this, but sounds like a good idea
HQG	Yes	QSC	
IQG	Yes	RRVQG	Yes
JCQG		RQG	Yes

**Meet the speaker in parking lot and help load in and out?**

CQEC	Yes	KQG	Yes
DQG	Yes	LSHQG	Yes
FQG	Yes	MQG	Yes
GaQG	Yes	QGD	Of course
GrQG	If needed	QGGP	Yes
HQG	Yes	QGP	Yes
IQG	Yes	QSC	
JCQG	Yes	RRVQG	Yes

**What equipment does your guild provide for the speaker (PA, Projector, Quilt Stands, Tables etc.)?**

CPQG	Tables
CQEC	Tables, stands, computer for PowerPoint, PA System
DQG	Slide projector, overhead projector, microphone, lectern, tables and quilt stands if requested
FQG	We have the conference center equipment available plus tables, etc
GaQG	Tables, pull-down screen, microphone
GrQG	PA, projector screen, guild members help hold quilts, tables as needed
HQG	Microphone, tables, helpers if needed. Screen if necessary
IQG	Tables, microphone
JCQG	PA, Screen, Tables, people to hold quilts
KQG	Tables, PA
LSHQG	PA, projector, stands, tables and assistance in holding and folding quilts or passing out any handouts
MQG	Projector Screen, table, help holding quilts
QGD	All of the above
QGGP	None
QGP	PA system, laptop hookup, quilt stands, and tables
QSC	
RRVQG	Whatever is requested
RQG	Tables, PA, Chairs

**Do you encourage the speaker to sell their goods at the meeting and/or workshop?**

CPQG	Yes	KQG	Yes
CQEC	Yes	LSHQG	Yes
DQG	Yes	MQG	Yes
FQG	Yes	QGD	Yes
GaQG	Yes	QGGP	Yes
GrQG	Yes	QGP	Yes
HQG	Yes	QSC	
IQG	Yes	RRVQG	
JCQG	Yes	RQG	Yes

**Do you provide someone to assist with sales?**

CPQG	No	KQG	No
CQEC	If they ask	LSHQG	If needed
DQG		MQG	Yes
FQG	If needed	QGD	If needed
GaQG	If needed	QGGP	No

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GrQG	No		QGP		Hasn't been requested/necessary
HQG	Yes		QSC		
IQG	No		RRVQG		
JCQG	If needed		RQG		Yes

<b>9</b>	<b>How far in advance do you start advertising for a speaker or workshop?</b>				
CPQG	When planned		KQG		Year
CQEC			LSHQG		One to two months
DQG	As soon as we receive the signed contract from the speaker		MQG		
FQG	One to two months		QGD		2 months
GaQG	3 months		QGGP		Two weeks
GrQG	2-3 months		QGP		Some info added to website up to a year in advance, more specific advertising as the date for their presentations near
HQG	2 months		QSC		N/A
IQG	Couple of months		RRVQG		One to two months
JCQG			RQG		6

	<b>What methods of advertising do you use?</b>				
CPQG	Facebook, newsletter, announcements		QSC		
CQEC	We don't advertise		RRVQG		Word of Mouth
DQG	DQG Newsletter & Website		RQG		Email
FQG	Newsletter, web site, announce the speaker for the next meeting at each meeting				
GaQG	Newsletter, Facebook, bookmarks				
GrQG	At guild meetings and newsletter. Appraisal workshop advertised to public				
HQG	Newsletters, contacting Guilds in surrounding areas, Web site				
IQG	Newsletter				
JCQG					
KQG	Guild has yearly handbook				
LSHQG	Website and Newsletter				
MQG	Easel showing next month's events, put on Facebook, Email to members				
QGD	Newsletter, table setup at meeting				
QGGP	GP Public Bulletin Board, Guild Newsletter				
QGP	Guild website, mass emails, table at guild meeting, bookmarks with program info				

<b>10</b>	<b>Do your workshops fill?</b>				
CPQG	Yes		KQG		Usually
CQEC	Yes		LSHQG		
DQG	No		MQG		Yes
FQG	Not always		QGD		Not always
GaQG	Usually		QGGP		Sometimes
GrQG	Usually meet the minimum of 10		QGP		Workshops have not been filling this year
HQG	Yes		QSC		N/A
IQG	No		RRVQG		No
JCQG			RQG		No

	<b>How many students typically attend your workshops?</b>				
CQEC	20 to 30		KQG		20 to 30
DQG			LSHQG		20
FQG	15 to 20		MQG		10 to 12
GaQG	10 to 20		QGD		Depends on workshop
GrQG	5-15, normally 10		QGGP		6 to 8
HQG	15 to 20		QGP		6 to 10

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IQG	5 to 6		QSC		
JCQG			RRVQG		

<b>Additional Comments:</b>					
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LSHQG		We only have 1-2 workshops a year for members. We are a small guild with limited resources so most of our speakers are from the surrounding area or the metroplex			
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