

Lonna's Lamb Designs
Lonna Lamb Designer/Teacher
Teaching Agreement

Chapter or Group: _____

Seminar Location: _____

Seminar Dates: _____

Projects Selected: _____

TEACHER WILL PROVIDE:

- 1) Original design for display during seminar
- 2) Full Instructions which includes written instructions, line drawing and color photos
- 3) All paints and mediums, stencils and anything needed to complete the project
- 4) Seminar requirements and instructions from Teacher
- 5) Video equipment for teaching

CHAPTER OR GROUP WILL PROVIDE:

- 1.) SEMINAR FEE OF \$550 PER DAY FOR A MINIMUM OF 2 DAYS WITH A MAXIMUM OF 30 STUDENTS PER DAY. ADDITIONAL CHARGE OF \$10 PER STUDENT PER DAY IF OVER MAXIMUM STUDENTS.
- 2.) CLASS SHALL BE HELD IF POSSIBLE FROM 9 AM TO 5 PM WITH A 1 HOUR LUNCH BREAK
- 3.) REIMBURSEMENT ON ALL REASONABLE TRAVEL EXPENSES INCLUDING FOOD AND LODGING 48 HOURS PRIOR TO SEMINAR AND 48 HOURS AFTER END OF SEMINAR. MILEAGE TO, FROM AND DURING SEMINAR AT COST BASED ON GSA RATE IF DRIVING TO SEMINAR OR AIRLINE TICKETS AND ALL RELATED EXPENSES (BAGGAGE FEES, TAXI OR SHUTTLE FEES, INSURANCE ETC.)
- 4.) REIMBURSEMENT FOR ANY SHIPPING/MAILING CHARGES
- 5.) GROUP WILL MAKE SURE APPROPRIATE OUTLETS ARE AVAILABLE FOR TEACHING FOR VIDEO EQUIPMENT.
- 6.) FULL LIST OF STUDENT NAMES AND ADDRESS & EMAILS WILL BE EMAILED TO TEACHER 4 WEEKS PRIOR TO THE SEMINAR DATE AT lonnalambdesigns@gmail.com ADDITIONAL STUDENTS EMAILS WILL BE SENT TO LONNA AS THEY SIGN UP.

CANCELLATION REQUIREMENTS:

- 1.) CANCELLATION IS REQUIRED IN WRITING BY EITHER THE CHAPTER/GROUP OR BY THE TEACHER 45 DAYS OR MORE PRIOR TO THE FIRST SCHEDULED SEMINAR DATE.
- 2.) CHAPTER/GROUP WILL BE LIABLE FOR ALL EXPENSES ALREADY INCURRED IN ITEMS 3 & 4 ABOVE AND 2-5 ABOVE AND ALL RELATED EXPENSES IF NO RESCHEDULING BY EITHER PARTY CAN BE AGREED UPON. IF TEACHER CANCELS THE DEPOSIT WILL BE RETURNED.
- 3.) ALL EXPENSES AND FEES INCLUDING THE TEACHING FEE SHALL BE PAID AT THE CONCLUSION OF THE SEMINAR WITH ANY CHECKS BEING MADE OUT TO LONNA LAMB

UPON SIGNING THIS CONTRACT A NON-REFUNDABLE FEE OF \$250 IS REQUIRED The attachment detailing class selections is considered part of this agreement

PLEASE KEEP ONE COPY OF THE CONTRACT FOR YOURSELF AND RETURN A SIGNED COPY TO LONNA LAMB

3914 E. STANDFORD ST.
SPRINGFIELD MO 65809

lonnalambdesigns@gmail.com

417-848-5507

Host/Contact Person

Date

Teacher

Date

Street

Host email

City, State Zip

Host Phone

**SUGGESTED CLASS OPTIONS LISTED AFTER THIS PAGE
THESE ARE ONLY SUGGESTIONS YOU CAN FEEL FREE TO LOOK AT ALL MY DESIGNS**

ALL STUDENTS WILL RECIVE A PRINTED PACKET THE DAY OF THE SEMINAR

IF PREP IS REQUIRED IT WILL BE EMAILED TO THE CONTACT PERSON TO SEND OUT TO ALL ATTENDEES, (OR I CAN SEND IT VIA EMAIL TO ALL STUDENTS), AND IF A VIDEO IS REQUIRED TO UNDERSTAND THE PREP IT WILL BE SENT VIA EMAIL, I WOULD REQUIRE A COMPLETE LIST OF ATTENDEES WITH EMAIL ADDRESSES IN ORDER TO SEND THE VIDEO.

I AM ALWAYS CREATING NEW DESIGNS OR I CAN CREATE SOMETHING JUST FOR YOUR GROUP.

PLEASE GIVE ME PLENTY OF TIME TO CREATE A DESIGN SPECIFICALLY FOR YOUR GROUP IF THAT IS WHAT YOU WISH.

LOOKING FORWARD TO HEARING FROM YOU!

LONNA

THERE ARE NEW DESIGNS THAT ARE NOT AVAILABLE TO THE PUBLIC LISTED BELOW IN CLASS SELECTION OPTIONS

I AM ALWAYS CREATING NEW DESIGNS.

Seminar Fees Worksheet

2 day Seminar with Lonna Lamb

1. **Class Fee** \$550 x 2 days = \$ 1,100
Students over 30 @ \$10 each per day

of extra students x \$10 =\$

2. **Deposit** (non-refundable) \$(-\$250)
subtract deposit from class fee \$

3. **Hotel** when traveling to seminar
total travel day 1 \$

Hotel when traveling from seminar
total travel day 2 \$

4. **Travel Expenses**

Airplane Ticket : \$

Other Airline Charges:

Baggage Fee total

Traveling to seminar

total travel day 1 \$

Traveling from seminar

total travel day 2 \$

Mileage .67* per mile (2024 rate) \$ (this rate will change for 2025)
total miles going to seminar and traveling home from seminar

Breakfast/Lunch/ Dinner

Total travel day 1 \$

Total travel day 2 \$

5. Postage Reimbursement \$

SubTotal \$

6. **Other misc** \$

Grand Total due Teacher \$

Class Selection Options

you may search my website for other class options

You can use surface size suggested or any surface of your choice

Old Fashion Santa

4 to 6 hour class (**intermediate**)
prep required

Packet includes written step by step instructions, step by step color photos, line drawing and full color photo.

10" round scalloped edge plate from
pinecraftinc.com



Not released to public

Spooky Season

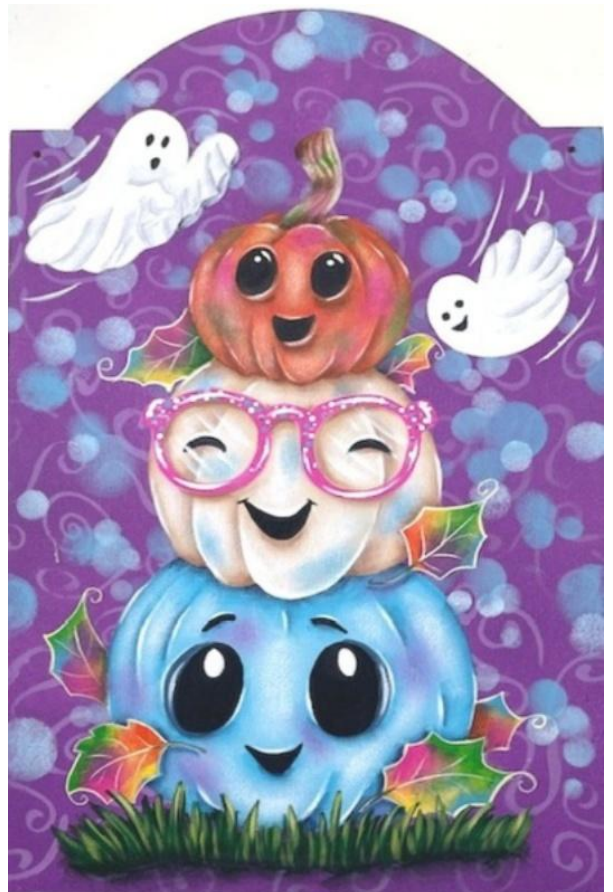
6 to 8 hour class (**intermediate**)
prep required

Packet includes written step by step instructions, step by step color photos, line drawing and full color photo

Surface size is 7 x 11 wood

Tombstone Surface from
CD wood cdwood.com

Not released to public



Strawberry Splashdown

6 to 8 hour class
prep required
(intermediate)

Packet includes
written step by step
instructions, step by
step color photos, line
drawing and full
color photo
Surface size 11 x 14
canvas panel

was taught at OKC
released to public



Color Wheel Beach Chairs

4 to 6 hour class
No prep
(intermediate)

Packet includes
written step by step
instructions, step by
step color photos, line
drawing and full
color photo
Surface size 8 x 10
canvas panel

released online



Ship in a Bottle

6 to 8 hour class
prep required

Packet includes written
step by step instructions,
step by step
color photos, line drawing
and full color photo
Surface size 10 x 10
canvas panel

(intermediate)
released to public
taught online



Rain Boots & Sunflowers

6 to 8 hour class
prep required

Packet includes written
step by step instructions,
step by step
color photos, line drawing
and full color photo
Surface size 10 x 10 canvas
panel

Not released to public

(intermediate)



Oopsy Daisy

6 to 8 hour class
prep required
(intermediate)

Packet includes written
step by step instructions,
step by step color photos,
line drawing and full color
photo
Surface size 10 x 10 canvas
panel or wrapped gallery
depth canvas

taught online seminar
is released to public



Lonna's Magnolias

6 to 8 hour class
prep required
(intermediate)

All work will be done in
class
Packet includes written
step by step instructions,
step by step color photos,
line drawing and full
color photo
Surface size 8 x 10
canvas panel

released to public



Holiday Cheer

6 to 8 hour class
prep required
(intermediate)

Packet includes written
step by step
instructions, step by
step color photos, line
drawing and full
color photo
Surface size 9 x 12
canvas panel



taught at OKC
is released to public

A Touch of Lemon

6 to 8 hour class
prep required
(intermediate)

All work will be done in
class
Packet includes written
step by step
instructions, step by
step color photos, line
drawing and full color
photo
Surface size 10 x 10
canvas panel



released to public



Snowy Winter Magic

6 to 8 hour class

Prep required

(intermediate)

Packet includes written step by step instructions, step by step color photos, line drawing and full color photo

Surface size 10 x 10 canvas panel

Not released to public



A Day at the Lake

6 to 8 hour class

prep required

(intermediate)

Packet includes written step by step instructions, step by step color photos, line drawing and full

color photo

Surface size 9 x 12 canvas panel

Not released to public

**Beautiful
Hydrangeas**

6 to 8 hour class
prep required
(intermediate)

Packet includes written
step by step instructions,
step by step color photos,
line drawing and full
color photo
Surface size 12 x 12
canvas panel

Not released to public



Jack & Coke

4 to 6 hour class
prep required
(intermediate)

Dry brush technique

Packet includes written
step by step
instructions, step by
step color photos, line
drawing and full
color photo
Surface size 10"
scalloped edge plate
pinecraftinc.com

Not released to public





Delightful Summer Drinks

2 day class 6 hours each day (**advanced**)
prep required

Lots of techniques will be used in this design, washes, blending, creating ice, adding dimension and reflections.

This is a very technique driven class with some advanced techniques.
Not recommended for beginner students.

Surface size is 12 x 24 canvas

Packet includes written step by step instructions, step by step color photos, line drawing and full color photo

Not released to public