

A-J Winbeckler Enterprises

Dear Sponsor:

The enclosed information sheet will let you know what is included in the class(es). You may use the class sheet or information on the sheet in any way you desire to promote the class.

As a sponsor you will receive \$25 U.S. per paid student, or you may choose a free class for yourself or another decorator (if the class has at least 15 students).

SPONSOR'S RESPONSIBILITIES

- Classroom The sponsor should provide a classroom that will accommodate a minimum of 25 students.
- Students A minimum of 25 paid students is requested (15 or more paid students may be accepted depending on travel expenses). To obtain the minimum number of students, the sponsor may wish to take advantage of free publicity through newsletters (local, state, and ICES), Mailbox News, cake clubs, public service columns in local newspapers, etc.
- Supply List/ Student Icing The sponsor should mail a copy of the supply list and student icing recipe to each student at least two weeks prior to class. (These will be provided upon class selection.)
- Instructor's Icing My icing should be made before the beginning of class. The icing recipe is included or will be sent upon the selection of a class and class date. The sponsor will be reimbursed for the sugar and shortening.
- Miscellaneous It is requested that the sponsor provide miscellaneous supplies that would include some of the following items--20 two-cup containers (no more than 4" high) with lids, one six-cup container with lid, an 8" cake dummy, one 6" round covered board, and 12 white grease-proof doily-covered 1/4 sheet or 10" round cake boards for my use during class. The boards are for the demonstration pieces to be left with the sponsor. The containers and dummy will be returned at the end of class. A class-specific list will be provided upon class selection.
- Some general supplies you may want to have on hand are plenty of paper towels, bathroom tissue, garbage bags, and dishwashing liquid.

Collect Deposits and Tuition (Please do not add any surcharge, for room rental, etc., to the class fee without my knowledge and permission.)

Deposit—The class deposit of \$100 U.S. should be collected upon registration for class. No refunds of this deposit should be made within 30 days prior to class.

Tuition—The balance of the tuition should be collected at least 30 days prior to class. No refunds should be made after this time—sorry, no exceptions or make-up classes. (Please be sure all checks have cleared the bank by class time.) The number of paid students 30 days prior to class will be used to determine if there are enough students to hold class. It is at this time my travel arrangements must be made so only fully paid students can be considered when determining the feasibility of holding class. (Please continue to collect additional student tuitions within the 30 days prior to class.)

Payment—Student tuitions should be mailed to Roland Winbeckler at the address below 30 days prior to class. Payment should be in the form of a cashiers check or money order in U.S. dollars payable to Roland Winbeckler. **IF PAYMENT IS NOT RECEIVED 3 WEEKS PRIOR TO CLASS, CLASS WILL BE CANCELLED.** Any student tuitions collected within the 30 days prior to class should be paid with a cashiers check or money order to Roland Winbeckler on Monday morning prior to class. At this time, the sponsor will receive the sponsors fee (if not choosing a free class) and reimbursement for the instructor's icing ingredients.

Arranging Transportation and Motel Accommodations

If necessary, I will also need the sponsor to provide or arrange transportation to and from the airport and to and from the class location and the motel each day.

It is also helpful for the sponsor to make reservations at a nearby motel with reasonable rates—nothing fancy, just so it's clean and has a shower, TV, and phone.

Sincerely,

Roland A. Winbeckler

