

VIRTUAL TEACHING CONTRACT

This contract is between

Beth Ann Williams

1032 Lyon St. NE, Grand Rapids, MI 49503

616-250-5458

bawquilts@gmail.com

and



Guild Name: _____

Location: Virtual Time Zone: _____

Web Site: _____

Guild Contact 1 - Name: _____

Position: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Guild Contact 2 - Name: _____

Position: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

VIRTUAL (LIVE ON ZOOM) LECTURE/PROGRAMS:

Guild's zoom account unless arranged otherwise; may not be recorded.

Lectures may be 45 minutes - 1 hour; please specify on the last page of this contract.

\$350 USD

VIRTUAL (LIVE ON ZOOM) WORKSHOPS - Beth Ann's zoom account only.

3 hour class: **\$450 USD**

6 hour class: **\$750 USD**

Please add time for lunch and/or any breaks to these class times. *For example, schedule a 3 1/2 hour time slot for a 3 hour class; schedule at 6 1/2 - 7 hour time slot for a 6 hour class.*

VIRTUAL TEACHING CONTRACT



VIRTUAL (LIVE ON ZOOM) LECTURE/PROGRAMS:

1. Guild will host on their zoom account unless agreed otherwise.
2. Meeting link will be sent to Beth Ann as soon as it is created, at least 1 week before date.
3. Guild is responsible for sending link to members, being careful not to post the link to public forums or to non-guild members.
4. The guild will designate an attendee to help participants with access issues.
5. Beth Ann is not responsible for Guild members' internet access and connectivity issues.
6. It is preferable to have Beth Ann present the program within 30 minutes of start of meeting.
7. Combined lectures/programs with another guild are encouraged for guilds under 50 members for up to 150 attendees. Both under-50 guilds may split the combined cost equally, but both must sign the contract and designate one guild as the "lead guild" for all technical, payment, and communication purposes.
8. There will be an additional fee of \$200 if a lecture/program is shared by guilds of over 50 members. The original hiring guild will be responsible for sending in one payment.
9. Participants may not record or photograph any portion of Beth Ann's presentation.

A deposit of \$250 is due immediately to lock in the date(s).

This deposit is **non-refundable**.

The remaining payment is due 1 week **BEFORE** the presentation and/or workshop.

Payment may be made via check or Paypal.

Beth Ann will hold the payment in escrow until services are completed or refunded if services are cancelled as outlined below.

CANCELLATIONS

If the hiring entity cancels a virtual program **three weeks or less** before the scheduled date, **the hiring entity is responsible for paying 50% of Beth Ann's contracted fees** (the non-refundable deposit will be counted towards this amount).

Neither party shall be held to this contract if the lecture/workshop is cancelled due to illness, accident, act of God or unavoidable circumstances. Both parties will make every effort to reschedule.

If technological difficulties occur such as power outages or equipment failure, every effort will be made to reschedule if possible.

VIRTUAL TEACHING CONTRACT



VIRTUAL (LIVE ON ZOOM) WORKSHOPS:

1. Maximum enrollment for workshops is 20 students per workshop.
2. Up to 4 additional students can be added for an additional fee of \$25 per student.
3. Each virtual classroom seat is good for ONE viewer. Students may not "sit in" if they have not paid their own fee for classes.
4. Beth Ann will host her workshops on her own zoom and online platform.
5. Beth Ann will send advertising materials and supply lists to the guild as soon as possible after booking.
6. Guild representatives are responsible for advertising Beth Ann's workshops as much as possible. They are free to open class seats to attendees outside the guild.
7. Beth Ann's classes may not be recorded and kept by any attendee. Beth Ann keeps all rights to any recordings and content of her presentation.
8. Class participants will be responsible to supply their own internet access and devices. Beth Ann is not responsible for their internet quality and connectivity issues.
9. A list of participant emails will be emailed to Beth Ann no later than 48 hours before the scheduled workshop so that Beth Ann can cut and paste the emails into the Zoom invitation. Beth Ann will not be responsible for refunds if the hiring entity supplies an inaccurate or incomplete email list.
10. A guild member should be designated as a contact person for class members who are having trouble connecting to the workshop.

A deposit of \$250 is due immediately to lock in the date(s).

This deposit is **non-refundable**.

The remaining payment is due 1 week **BEFORE** the presentation and/or workshop.

Payment may be made via check or Paypal.

Beth Ann will hold the payment in escrow until services are completed or refunded if services are cancelled as outlined below.

CANCELLATIONS

If the hiring entity cancels a virtual workshop **three weeks or less** before the scheduled date, due to lack of enrollment, **the hiring entity is responsible for paying 50% of Beth Ann's contracted fees** (the non-refundable deposit will be counted towards this amount).

Please contact Beth Ann well in advance of this deadline so that she can help you with advertising if you are willing to open enrollment to members outside your group.

Neither party shall be held to this contract if the lecture/workshop is cancelled due to illness, accident, act of God or unavoidable circumstances. Both parties will make every effort to reschedule.

If technological difficulties occur such as power outages or equipment failure, every effort will be made to reschedule if possible.

VIRTUAL TEACHING CONTRACT



VIRTUAL (LIVE ON ZOOM) LECTURE/PROGRAMS

Guild's zoom account unless arranged otherwise; may not be recorded.

Title: _____

Length of program: _____

Fee: _____

Date: _____ Time: _____ Time Zone: _____

VIRTUAL (LIVE ON ZOOM) WORKSHOP - Beth Ann's zoom account only.

Title: _____

Length of workshop: _____

Fee: _____

Date: _____ Time: _____ Time Zone: _____

VIRTUAL (LIVE ON ZOOM) WORKSHOP - Beth Ann's zoom account only.

Title: _____

Length of workshop: _____

Fee: _____

Date: _____ Time: _____ Time Zone: _____

Total Amount Due: _____

Deposit (\$250 per lecture or class) Due Immediately: _____

Remaining Amount Due 1 Week Before Presentation: _____

I have read this contract, and understand and agree to these terms:

Beth Ann Williams

Signed: _____ Date: _____

Guild representative:

Signed: _____ Date: _____