

# 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.

**\$425 USD**

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

3 hour class: **\$550 USD**

6 hour class: **\$850 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.

Beth Ann Williams 1032 Lyon St. NE, Grand Rapids, MI cell: 616-250-5458 email: bawquilts@gmail.com

<https://shop.bethannwilliams.com>

# 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 UNLESS Beth Ann is forced to cancel.**

**The remaining payment** is due at least 2 weeks **BEFORE** the presentation and/or workshop. Payment may be made via check or Paypal.

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

## CANCELLATIONS

Neither party shall be held to this contract if the lecture/workshop is cancelled due to 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 UNLESS Beth Ann is forced to cancel.**

**The remaining payment** is due at least 2 weeks **BEFORE** the presentation and/or workshop.

**Payment may be made via check or Paypal.**

Beth Ann will hold the second 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 at least 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: \_\_\_\_\_