

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:

Length: 45-60 minutes - *please specify on the last page of this contract.*

Fee: \$550 USD - *A \$250 deposit is required to reserve the lecture date.
The remaining balance is due at least 3 weeks before the presentation date.*

Payment may be made by: Check, PayPal, or other arrangements by mutual agreement.

The hiring guild will host the presentation on their own Zoom account unless other arrangements are made in advance.

Lectures may not be recorded or redistributed.

Zoom and Payment Terms



Zoom Hosting Responsibilities

The guild agrees to:

- Promote the lecture to its membership and may open attendance to non-members if desired.
- Provide the Zoom meeting link to Beth Ann at least 1 week before the lecture.
- Distribute the link only to registered attendees.
- Provide a designated contact person to assist members who experience access issues.
- Provide Beth Ann with the name, email, and phone number (for texting, if needed) who will be available to assist with any technical issues on the day of the meeting.

It is preferable to have Beth Ann present the program within 30 minutes of the meeting start time.

Participants may not record or photograph any portion of Beth Ann's presentation.

Shared Guild Programs

Guilds with fewer than 50 members may partner with another guild for a combined lecture with up to 150 attendees.

Both guilds must sign the contract and designate one guild as the lead contact.

If a lecture is shared by guilds with more than 50 members, an additional \$200 fee applies.

Cancellation Policy

Neither party shall be held to this contract if the lecture/trunk show 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 at a mutually agreeable time.

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

This deposit is non-refundable unless Beth Ann initiates the cancellation.

The remaining payment is due at least 3 weeks BEFORE the presentation.

Payment may be made via check, PayPal, or other arrangements by mutual agreement.

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

Signature and Program Details



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: _____

Contact Person for Tech Support: _____

Total Amount Due: _____

Deposit (\$250 *per lecture/trunk show*) Due Immediately: _____

Remaining Amount Due at least 3 Weeks Before Presentation: _____

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

Beth Ann Williams

Signed: _____ Date: _____

Guild representative:

Signed: _____ Date: _____