

VIRTUAL TEACHING CONTRACT

Jane Hauprich

This contract is between Jane Hauprich and _____

Jane Hauprich – Stitch By Stitch Custom Quilting

505 Hibernia Road, Centreville, MD 21617

EASTERN TIME ZONE

www.stitchbystitchcustomquilting.com

Special Note: A signed contract is the only way a date will be reserved for your lecture and/or class.

Guild/Conference:

Location:

TIME ZONE:

Web Site:

Guild Contact 1:

Name:

Position:

Address:

Phone:

Email:

Guild Contact 2:

Name:

Position:

Address:

Phone:

Email:

Virtual Live LECTURE (\$400):

Title:

Date:

Time and Time Zone:

GUILD Hosts Zoom Account

Virtual Live WORKSHOP title:

Length of workshop:

Cost to Guild:

Date(s):

Time and Time Zone:

Jane's zoom account only

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VIRTUAL LECTURE/PROGRAMS:

1. Zoom needs to be hosted by the Guild. Please discuss with Jane if that presents an issue.
2. Guild is responsible for getting the zoom link to Jane at least 24-48 hours prior to the event.
3. The guild will designate an attendee to help participants with access issues.
4. Jane is not responsible for Guild member's internet access and connectivity issues.
5. It is preferable to have Jane present within 30 minutes of start of meeting.
6. Participants may not record any portion of Jane's presentation.
7. Jane is happy to pop in to any previous guild zoom meeting to say hello and advertise upcoming programs and workshops.

VIRTUAL LIVE WORKSHOPS:

1. Each virtual classroom seat is good for ONE viewer (students may not "sit in" if they have not paid their own fee for classes.)
2. Jane will host her workshops on her own zoom and online platform.
3. Jane will send supply lists to the guild as soon as possible after booking.
4. Guild representatives are responsible for advertising Jane's workshops as much as possible. They are free to open class seats to attendees outside the guild.
5. Jane's classes may not be recorded and kept by any attendee. Jane keeps all rights to any recordings and content of her presentation.
6. If the class offers or requires a kit, students will order directly from Jane's online shop. Jane will set a cut-off date for ordering kits in order to allow time for shipping.
7. Class participants will be working in their own locations and supply their own internet access and devices. Jane is not responsible for their internet quality and connectivity issues.
8. A guild member should be designated as a contact person for class members who are having trouble connecting to the course.

PAYMENTS are due BEFORE presentation/workshop via check (online payment available upon request). If you are an international group, Jane will send you an electronic invoice (one week prior) which can be paid online. Jane will hold the payment in escrow until services are completed and refunded if services are cancelled as outlined below. There will be a \$10 per day fee for late payments.

CANCELLATIONS Neither party shall be held to this contract if the lecture/workshop is cancelled due to illness, accident, act of God or unavoidable circumstances occur. We will make every effort to reschedule. If technological difficulties occur such as power outages or equipment failure, everything will be done to reschedule if possible.

Total Fees: _____

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

Jane Hauprich:

Signed: _____ Date: _____

Guild representative: Name:

Signed: _____ Date: _____