

VIRTUAL TEACHING CONTRACT 2025

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 (\$450):

Title:

Date:

Time and Time Zone:

GUILD Hosts Zoom Account

VIRTUAL TEACHING CONTRACT

Jane Hauprich

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.

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: _____