

438 Inglewood St
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Valerie Wilson

Virtual Live Workshop and Lecture Agreement/Contract

This agreement confirms that **Valerie Wilson** will present the workshop(s) and/or lecture(s) listed below for:

Guild Name: _____

Guild Representative (incl. title): _____

Guild Time Zone: _____

Phone: _____ **E-mail:** _____

2nd Contact Person and title: _____

Phone: _____ **Email:** _____

Zoom group workshops will include the following:

Live lectures and Demos.

Pre-recorded video demos via a private classroom where students can ask questions.

Additional downloadable PDF notes where applicable.

Live on demand support throughout the workshop for feedback, guidance, questions, etc.

Live wrap-up/Q & A/show and tell session via Zoom at the conclusion of the workshop day.

Continued project support via email for 2 weeks after the workshop.

Lecture/Workshop Requested:

Title: _____

Date: _____

Time: _____

Technical Specifications

Valerie Wilson will host the lectures/workshops via her own Zoom account, unless arranged otherwise with the guild.

Participants should have good internet access or else the video and audio may freeze, lag, or be blurred. Valerie is not responsible for internet access issues.

The guild will designate an attendee to help participants deal with technical issues.

Valerie will expect students to arrive for the workshop 10 – 15 minutes before the start time of the workshop.

The guild will designate one attendee to let registrants in from a Waiting Room and monitor the Chat and pass any questions on to Valerie.

Valerie can handle all registrations for her live virtual classes if so desired. Valerie reserves the right to charge a set fee per student and require a minimum number of registrants. When students pay Valerie directly, only one student may watch per payment.

Zoom links will be shared one week before the event for the guild to share with lecture/workshop participants.

Zoom links are **not to be shared** on any websites, or public or private social media accounts or groups or with anyone other than the registrants from the guild/guilds mentioned in this contract.

Unauthorized sharing of log-in information is how hackers gain access and disrupt virtual meetings. Links should only be shared with registered participants and never posted on public or insecure websites or social media platforms. The presenter is not responsible for hacked presentations.

Participants may not record or photograph any portion of Valerie's lecture/class by any means. Valerie retains all rights and ownership of any recordings and content of her lectures and workshops.

Supply Lists:

A master copy will be emailed to the guild for distribution to registrants. Any pattern or book required for the class must be purchased by each student.

Fee Schedule:

- **Lecture/Trunk show** for up to 100 participants - **\$275**

If there are more than 100 participants, then there will be an additional fee of \$50 for Zoom upgrade fees. There will then be room for as many as an additional 200 participants. If the guild's Zoom account is used then there will not be any additional fees.

Combined lectures with other guilds are acceptable and encouraged. However, both guilds must sign the contract and one guild must be designated as the contact for all communications and technical purposes.

- **Workshops** (for up to 20 students) **\$450/day**

Additional students may be added. Additional fees are \$20.00 per student, up to a **maximum** of 30 students.

*Some classes have additional supply/kit fees.

Booking Fee: \$100.00 non-refundable (counts towards total fee) to be paid when contracts are signed

Reimbursement for the virtual lecture/workshop fees will be due (postmarked) within 7 days of the conclusion of the workshop or the guild will incur an additional \$50 late payment fee.

Valerie will provide an invoice 2 weeks prior to the event date.

Note: In Canada, all prices are subject to GST.

Cancellations:

A cancellation fee applies for workshops cancelled once the contract is signed.

If the lecture/workshop contract is cancelled up to 90 days prior to the event. Cancellation fee: 20% of the total amount.

If the group/guild cancels within the period of 8 weeks to 4 weeks prior to the dates of the contract, the guild will be responsible for paying half the contract fees.

If the guild cancels within 4 weeks prior to the dates of the contract, the guild will be responsible for paying all of the contract fees.

Cancellation must be stated in a person-to-person telephone conversation, and must then be confirmed in writing via email, or snail mail.

If conditions beyond our control (snow, hurricane, illness, accident, serious family emergency, power outages, etc.) prevent Valerie from teaching or lecturing, it is agreed that this contract may be terminated without a penalty payment assessed by either party. Every effort will be made to reschedule.

Sharing Expenses:

A signed copy of this contract must be returned to Valerie Wilson to act as a firm commitment.

I have read the above Agreement and understand and agree to its terms:

Shop/Guild Representative:

Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Date : _____

Teacher: Valerie Wilson, 438 Inglewood St, Winnipeg, MB R3J 1X2
Phone: 204 -779-2556 or Cell: 431-336-2719

Teacher's email: v_wilson @mts.net

Signature: _____ Date: _____