

Virtual Teaching Contract Rachel Derstine

Rachel Derstine
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Contract between **Rachel Derstine, EASTERN TIME ZONE**

Conference/Guild name: _____

Time Zone: _____

Representative Address: _____

Phone: _____ Mobile: _____

Email & Website: _____

FEES:

Virtual Live Lecture title: _____

Zoom Account – circle one: [Rachel zoom account], [Guild's platform]

If more than 100 people attend on Rachel's zoom account

Large meeting (+\$50)

Date: _____

Time: _____

Fee: \$400 (for up to 100 people),

Virtual Live Workshop title: _____

Date: _____ Time: _____

Circle one of the following:

Option 1 (\$425) 3hr class, live via zoom

Option 2 (\$650) (\$600 if combined with lecture) 6hr class, live via zoom

Option 3 (\$650) (\$600 if combined with lecture) 3hr live zoom class + 1week access to online course + 2 hr live zoom wrap up to be scheduled within one week

Class Size: Maximum enrollment is 20 students per class. 5 additional students can be added for an additional fee of \$25 per student. Each virtual classroom seat is good for ONE viewer (students may not “sit in” if they have not paid their own fee for classes.)

Combined Lectures with another guild are encouraged for guilds under 50 members. There will be an additional fee of \$200 if either guild has over 50 members. 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.

Zoom Links will be shared a minimum of one week before the date of the event. If the guild is using a different platform for lectures a short test-run will be required during the week before the event so that Rachel will be comfortable with the platform.

Payments are due within 7 days of presentation/workshop via check or PayPal. A \$25 per day late fee will be charged for overdue payments. PayPal payments require an additional 3% to the payment amount.

Recordings Rachel’s presentations and classes may not be recorded and kept by Quilt Guild. Rachel keeps all rights to any recordings and content of her presentations.

Communications Rachel will send a link for a custom advertising page for your groups class, as well as other promotional materials well in advance. The hiring group will include Rachel in all advertising communications and will provide the emails of class registrants two weeks before the class begins unless Rachel is handling all registrations.

Alternatively, Rachel will send the Zoom link to the Guild representative and they will forward the link to their members.

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

Total Fees: _____

Rachel Derstine

Signed: _____ Date: _____

Guild Representative

Signed: _____ Date: _____