



Virtual Teaching Agreement

___ **Virtual Lecture** \$400 – 45 -55 minute power point presentation

___ **Virtual Workshop** - \$45 per participant – 15 maximum

Trudy Cleveland will provide:

___ Lecture and/or workshop descriptions

___ Student Supply List for workshop

___ Images representing Lecture to use to promote event in newsletters, website, and social media.

___ Teacher bio and photograph

Virtual Lecture: Selection _____

Virtual lecture is open only to members of hosting guild. If multiple guilds are hosting additional fees will apply. My Power Point presentation will be 45-55 minutes, with Q&A to follow.

Recording/distribution is not permitted.

Date of Meeting; _____

Log on Time for Host/Co-Hosts: _____

Approximate Start Time of Lecture: _____

Virtual Workshop: Selection: _____

15 student maximum

6 hour total: Can be split into 2 – 3 hour sessions on subsequent days.

Includes Teachers demonstrations, and time for students to work independently with access to teacher while class is in session. Recording and/or distribution of workshop and handouts are prohibited. It is recommended students log in 15 minutes prior to class starting to test connectivity /audio/camera so workshop instruction can start on time.

Date of Workshop: _____

Workshop Stop/End Time: _____

Suggested Lunch Break, if applicable: _____

Hosting Requirements:

Host Organization will be responsible for hosting Zoom or another virtual platform for presentation. Host will co-ordinate a date/time to do a “dry run” to become familiar with timing and sequencing. Host will email Trudy meeting invitations/links 48 hours before the virtual meeting /workshop and will designate Trudy a co-host.

Please indicate time zone of host organization. _____

Trudy is in Pacific Time Zone.

Payment:

Payment for teaching fees will be paid to Trudy Cleveland within one week of presentation and/or workshop. Please let Trudy know if your organization needs a signed IRS W-9 to be sent prior to the meeting.

Cancellations:

Cancellations may be made by either party 30 days prior to the engagement. If conditions beyond our control (ie. Weather emergency, illness, accident, serious family emergency, and/or loss of power/internet access) prevent Trudy from lecturing/teaching, it is agreed this contract may be terminated without penalty payment assessed by either party. Rescheduling the program/workshop may be an option.

Contact me with any questions/concerns about this agreement.

Please sign this agreement and return one copy to Trudy Cleveland.

I look forward to presenting to your guild and sharing my passion with your members.

Signed: _____ Date: _____

Trudy Cleveland
370 Doheny Bay Ct
Oceanside, CA 92057

Signed: _____ Date: _____

Guild Representative

Contact Person #1: _____

Email: _____ Phone #: _____

Contact Person #2: _____

Email: _____ Phone #: _____