

Debbie Maddy

PO Box 878

Graham, TX 76450

Central Time Zone

940-549-4058 (home) 817-658-7315 (cell)

Email: debbie@debbiemaddy.com Website: www.debbiemaddy.com

Virtual Live Lectures & Workshops Contract Agreement

This is an agreement between Debbie Maddy and:

Guild/Conference name: _____

Guild/Conference time zone: _____

Contact name: _____

Contact email: _____

Contact phone: Mobile: _____ Home: _____

Second contact name: _____

Second contact email: _____

Second contact phone: Mobile: _____ Home: _____

Debbie Maddy agrees to provide a Virtual Live lecture entitled: _____

Date/Time/Time Zone: _____

Lecture fee: \$595.00 for up to 100 attendees

The guild will be responsible for the appropriate level of Zoom membership. The guild will be responsible for emailing a Zoom invitation link to all of the members in advance of the meeting so that they could join the meeting at the appropriate time. Combined lectures with another guild are acceptable and encouraged, however, both must sign the contract and designate one guild as the lead guild for all communication and technical purposes.

Debbie Maddy agrees to teach a Virtual Live full day (6 hour) workshop entitled:

Date/Time/Time Zone: _____

Six-hour class live via zoom: \$695.00 for up to 20 students. \$20.00 for each additional student up to a max of 35 students. All students must have a working camera so Debbie can see everyone. She needs to be able to interact with the students.

Debbie Maddy agrees to teach a Virtual Live half day (3 hour) workshop entitled:

Date/Time/Time Zone: _____

Three-hour class live via zoom: \$450.00 for up to 20 students. \$20.00 for each additional student up to a max of 35 students. All students must have a working camera so Debbie can see everyone. She needs to be able to interact with the students.

Debbie will host the lecture and/or workshops using her zoom account.

Each virtual classroom seat is good for ONE viewer (students may not “sit in” if they have not paid their own fee for classes).

Supply lists will be made available to the group prior to the workshops.

There will be a \$10.00 per person down load pattern fee for quilting workshops.

Pre-cutting instructions will be provided but are NOT to be posted online in any form.

For *Shibori* workshops there will be kits available for purchase by students and a supply list of items for the student or group to provide.

ZOOM LINKS will be shared a minimum of one week before the date of the event. Zoom links are NOT to be shared on any websites or public or private social media accounts or groups. Zoom links are NOT to be shared with anyone other than the members of the guild/guilds named in the contract. 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 Debbie will be comfortable with the platform.

PAYMENTS are due within 7 days of presentation/workshop via check. A \$25.00 per day late fee will be charged for overdue payments. An invoice will be provided 2-4 weeks prior to the event date.

RECORDINGS: Debbie's presentations and classes may NOT be recorded and kept by the quilt guild. Debbie keeps all right to any recordings and content of her presentation.

COMMUNICATIONS: The hiring group will include Debbie in all advertising communications and will provide the emails of class registrants two weeks before the class begins unless Debbie is handling all registrations.

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 if possible.

Total fees: _____

Date: _____



Guild or Organization Representative: _____

Signature: _____

Representative Contact email information for my website: _____

Representative Phone numbers: (cell) _____ (home) _____

Further communication should be to or if you need more information please contact:

Becky Gough

Assistant to Debbie Maddy

becky@debbiemaddy.com

