**Mel Beach Quilts**

3072 Baronscourt Way, San Jose, CA 95132

melbeach@melbeachquilts.com
www.melbeachquilts.com

(408) 712-8115

**VIRTUAL TEACHING AGREEMENT & INVOICE**

Thank you for your interest in my work. This agreement is made between Mel Beach (Artist/Teacher) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Venue/Organization) for the following service(s):

\_\_\_ Virtual Lecture/Trunk Show: ($500/60-minutes lecture/trunk show)

\_\_\_ Virtual Workshop(s): ($700/6 hours of instruction for up to 20 students)
\_\_\_ Virtual 3-hr Workshop(s) ($400/3 hours of instruction for up to 20 students)

\_\_\_ Virtual Design By Dice Mini Workshop ($300/2 hours for up to 20 participants)

Mel Beach (Artist/Teacher) to provide the following to Venue/Organization for promotional use upon request:

\_\_\_ Lecture/workshop descriptions (available on my website)

\_\_\_ Student Supply Lists (includes workshop description and photograph—also available on my website)

\_\_\_ High Quality/Resolution Images of my Work to use in newsletter, website, and social media channels

\_\_\_ Teacher bio and photograph (available on my website)

**Virtual Lectures:** Selection\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Virtual lecture is open only to members of hosting guild. If multiple guilds are co-hosting/attending, additional fees will apply. My lecture/trunk show is designed to be 60 minutes and includes a slide show presentation followed by a virtual trunk show including 20+ of my quilts, and Q&A as time permits. Recording/distribution/streaming of presentation is not permitted. Questions are encouraged via the chat box and will be answered as time permits.

Date of Meeting:

Log On Time for Hosts/Co-Hosts (15 minutes before attendees join meeting):
Approximate Start Time of Lecture/Trunk Show:

**Workshops:** Selection #1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check with Mel prior to workshop selection as not all her workshops can be taught virtually. Each workshop can accommodate up to 20 students max, and is designed to be 6, 3 or 2 hours in duration with teacher demonstrations and time for students to work independently with access to teacher while the class is in session. 6-hr Workshop can be scheduled as 6-hr in 1 day workshop or split into two sessions of 2-4 hours scheduled 1-7 days apart. Photographs/screenshots are permitted for personal use. Audio/Video recording and/or distribution of workshop and handouts is prohibited. It is strongly recommended that students log in 15-30 minutes early to test connectivity/audio/camera so workshop instruction can start on time.

Date(s) of Workshop:

Workshop Stop/End Time(s):
Recommended Lunch Break Start/End Time(s):

**Hosting:**

* Host organization will be responsible for hosting the guild meeting/lecture presentation via their Zoom or another virtual platform account. Host will email Mel meeting invitations/links 48 hours before virtual meeting/workshop and will designate Mel as a co-host. If using a platform other than Zoom, please coordinate a date/time to do a test run with Mel to allow time for Mel to familiarize herself with sharing her screen/audio/Q&A, etc.
\*\*\*If hosting meeting as a hybrid meeting, please provide Mel with at least a week's notice to coordinate tech/logistics for maximum enjoyment by all attendees (in person and online).
* Mel will host workshop(s) via her Zoom account and will send Zoom meeting invite/link, handouts, and info 5-7 days before the workshop for guild reps to distribute to paid attendees. Handouts are copyrighted and may not be shared with non-workshop attendees. Workshop link will open 30 minutes before the official start of the workshop to allow time for attendees to log in early, test connection, sound, and video.
* Please indicate time zone of host organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Mel Beach is in Pacific Time Zone (California).

**Expenses:**

Payment for teaching fees and expenses will be paid to Mel Beach within 1 week of presentation/workshop. Please let Artist/Teacher know if you need a more detailed invoice outlining lecture(s) pricing and/or signed IRS W-9 form to be sent via email prior to the meeting.

**Cancellations:**

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

Contact me via email or phone with any questions/concerns about this agreement. Please sign this agreement and return one copy (electronically or via USPS) to Mel Beach.

Thank you and I look forward to sharing my passion for quilting with your membership/attendees.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Artist/Teacher Date

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Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Venue/Organization Rep Date

Contact Person #1:

Address:

Guid/Org Website:

Email:

Phone:

 Contact Person #2:

Address:

Email:

Phone: