

Karen Brow-Meier of Java House Quilts

Virtual Lecture/Workshop Agreement

2412 Majano Place, Carlsbad, CA 92009 email: karen@javahousequilts.com

Guild Name: _____

Program date :

Mailing address: _____

Date submitted: _____

Contact name: _____

Contact cell #:

Contact email: _____

DATES & SERVICES REQUESTED: (Complete all known information at this time for confirmation of dates.)

Lecture /Program (approx. one hour) \$400* **Please inquire if hosting over 100 members*

Lecture title: _____

Meeting start time: _____ Lecture start time: _____ Time zone: **Pacific Mountain Central Eastern**

Workshop: \$400 (one three-hour session, 5-20 students)

\$700 (two split sessions for six hours total, 5-20 students)

Workshop title: _____

Workshop Date:

Workshop open : _____ Workshop start time _____ Time zone: **Pacific Mountain Central Eastern**

Speaker/Instructor Agrees To:

- Hold the lecture and/or workshop selected above via Zoom at the specified dates and times.*
- Be available for a test Zoom meeting several days prior to the event and discuss guild preferences for the meeting.
- Provide an invoice prior to the event.

Guild Agrees To:

- Host the Zoom meeting and admit the speaker at least 30 minutes prior to starting.
- Provide basic Zoom training for attendees/members as needed.
- Provide an event moderator (host or co-host) who is very familiar with Zoom and has no other responsibilities during this time.
- Provide one additional co-host to assist moderator to watch chat, admit participants and field questions for the speaker.
- Provide payment for the program or workshop within seven days of completion.

Guild Rep Signature: _____ Date: _____

Print signature: _____ Phone: _____

Speaker/Instructor Signature: _____ Date : _____

Print signature: _____ Phone: _____

NOTE: *Cancellations may be made in writing (via email) up to 30 days prior to event without incurring charges. Cancellations made after 30 days prior may incur some charges. All efforts will be made by speaker to reschedule cancelled programs at a later date.