

Kathy McNeil Art Quilts - Zoom Contract

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Please sign and email me a copy please.

Organization _____

Address _____

Representative _____

Phone contact _____

E-mail contact _____

Date and time of Zoom presentation. VENUE to host Zoom and email Kathy the link the preceding day.

Zoom lectures (\$450.00) 50 minute with shared screen presentation, and 15 minutes as the end for Q and A.

Your choice of lecture topics. _____ Please initial.

Workshops 450.00 for 3 hour workshops _____ Please initial

\$750 for 6 hour workshop. _____ Please initial

Date _____

Start time _____ Time Zone _____

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.)

Zoom workshops Include -

Sea Turtle, Audubon Owls, Spirit Horned Owl, Innovative Borders, Great Blue Heron.

email me @ kathymcneilartquilts@gmail.com for class descriptions, materials lists and more information.

No audio or video recording of the lecture/class allowed.

PAYMENTS are due within 3 days of presentation/workshop via check or arrange for a PayPal payment. A \$25 per day late fee will be charged for overdue payments.

Via check _____ Via PayPal invoice _____

Advertising material /other promotion materials can be sent in advance. bio, teacher photo, and high resolution images of quilts to assist in all registrations.

CANCELLATIONS: 50% of fee will be due if a cancellation occurs within 30 days of the event. Neither party shall be held to this contract, if the workshop is cancelled due to illness by host or teacher. We will make every effort to reschedule.

Sign_____. _____date
Sign_____. _____date

Tips for a lecture presentation.

Make sure everyone turns on their CHAT feature. They can write questions as we go along, and then I can answer those when we are finished during the Q and A.

Please ask everyone to mute themselves. You should be able to see those who are not muted and ask them to do that.

Please ask participants to turn off their video during the presentation - the bandwidth will increase and we will have less of a delay and audio issues.

No Annotation (drawing arrows or lines on my screen share) allowed during presentation.

Thank you
Kathy