

VIRTUAL TEACHING CONTRACT



quiltmaker
author
designer
instructor
speaker

Between **Melissa Marginet, Manitoba, Canada, CENTRAL TIME ZONE** and

Guild/Conference: _____

Time Zone: _____ Guild Web Site: _____

Group contact: _____

Address: _____

Phone: _____ e-mail: _____

Second group contact: _____

Address: _____

Phone: _____ e-mail: _____

Virtual Live LECTURE title: _____

Date: _____ Time: _____ Fee: _____

Guild's Zoom account to be used unless otherwise agreed upon.

- **\$350 CAD per live lecture.**
- **Recording:** For an additional \$75 Melissa will record the live lecture and post it on YouTube with a private link for your group for 72 hours.

Virtual Live WORKSHOP title: _____

Date: _____ Time: _____ Fee: _____

Melissa uses her own ZOOM account for workshops.

- **\$600 CAD per 6hr workshop.** (plus ½ hour for lunch)
Cost of workshop is based on 20 students. Up to 4 students may be added at a cost of \$30 CAD each. (24 student maximum)
(Can be split into two 3-hour sessions but may incur an extra cost.)
- **\$350 CAD per 3hr workshop.**
Cost of workshop is based on 20 students. Up to 4 students may be added at a cost of \$20 CAD each. (24 student maximum)
(I do not teach 3 hour classes on weekends unless I can book two in one day).

Canadian groups are required to pay GST in addition to all fees. Business number: 70431 0895

Melissa prefers e-Transfer however will accept other payment methods.

Please state the method of payment your guild wishes to use: _____

MELISSA MARGINET

Box 361, Beausejour, MB R0E 0C0

Phone: 204-268-3061 Mobile: 204-266-0307

Email: marginet@live.ca Website: www.melissamarginet.ca

ZOOM Links will be shared with the group contact who will then pass the link onto participants.

PAYMENTS are due within 7 days of presentation/workshop. Melissa can also handle ALL sign-ups and payments for a Live Virtual class. She reserves the right to charge her own set fee per student and to require a minimum number of registrants.

RECORDINGS Melissa's presentations/classes may not be recorded and kept by any guild or group. Melissa keeps all rights to any recordings and content of her presentations/classes.

COMMUNICATIONS Melissa will provide information for advertising and promotion of the event. The hiring group will include Melissa in all advertising communications. If the guild wishes to open the class to visitors, upon request Melissa will advertise the class on her social media.

CANCELLATIONS Neither party shall be held to this contract if the workshop is cancelled due to illness. If illness or technological difficulties occur such as power outages or equipment failure, every effort will be made to reschedule.

Melissa Marginet: Address: Box 361, Beausejour, MB R0E 0C0 Canada
Phone: 204-268-3061 (home) 204-266-0307 (mobile) E-mail: marginet@live.ca

Signed: _____ Date: _____
(Melissa Marginet)

Guild representative: Name: _____

Signed: _____ Date: _____
(Guild Representative)

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