

VIRTUAL TEACHING CONTRACT

LYRIC MONTGOMERY KINARD

This contract is between Lyric Montgomery Kinard and _____

Lyric Kinard 919-656-6398 lyric@lyrickinard.com LyricKinard.com

102 Kilmorack Dr. Cary, North Carolina

EASTERN TIME ZONE

Guild/Conference:

Location:

TIME ZONE:

Web Site:

Guild Contact 1 - Name:

Position:

Address:

Phone:

Mobile:

e-mail:

Guild Contact 1 - Name:

Position:

Address:

Phone:

Mobile:

e-mail:

Virtual Live LECTURE (\$550) or Hands On Exercise (\$350):

Title:

Date:

Time and Time Zone:

Who hosts zoom account:

Virtual Live WORKSHOP title:

Length of workshop:

Cost to Guild: 6hrs (\$850), 3hrs (\$550), Lyric takes per student payments (\$35, \$65 per)

Date(s):

Time and Time Zone:

Lyric's zoom account only

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VIRTUAL LECTURE/PROGRAMS:

1. Guild will host on their zoom account unless agreed otherwise.
2. Meeting link will be sent to Lyric as soon as it is created, at least 1 week before date.
3. Guild is responsible for sending link to members, being careful no to post the link to public forums or to non-guild members.
4. The guild will designate an attendee to help participants with access issues.
5. Lyric is not responsible for Guild member's internet access and connectivity issues.
6. It is preferable to have Lyric present within 30 minutes of start of meeting.
7. Combined lectures/programs with another guild are encouraged for guilds under 50 members for up to 150 attendees. Both under-50 guilds may split the combined cost equally but both must sign the contract and designate one guild as the "lead guild for all technical, payment, and communication purposes.
8. There will be an additional fee of \$200 if a lecture/program is shared by guilds of over 50 members. The original hiring guild will be responsible for sending in one payment.
9. Participants may not record or photograph any portion of Lyric's presentation.
10. Lyric is happy to pop in to any previous guild zoom meeting to say hello and advertise upcoming programs and workshops.

VIRTUAL LIVE WORKSHOPS:

1. Maximum enrollment for workshops is 20 students per class.
2. 4 additional students can be added for an additional fee of \$25 per student.
3. Each virtual classroom seat is good for ONE viewer (students may not "sit in" if they have not paid their own fee for classes.)
4. Lyric will host her workshops on her own zoom and online platform.
5. Lyric will send advertising materials and supply lists to the guild as soon as possible after booking.
6. Guild representatives are responsible for advertising Lyric's workshops as much as possible. They are free to open class seats to attendees outside the guild.
7. Lyric's classes may not be recorded and kept by any attendee. Lyric keeps all rights to any recordings and content of her presentation.
8. If the class offers or requires a kit students will order directly from Lyric's online shop. Lyric will set a cut-off date for ordering kits in order to allow time for shipping.
9. Class participants will be working in their own locations and supply their own internet access and devices. Lyric is not responsible for their internet quality and connectivity issues.
10. A guild member should be designated as a contact person for class members who are having trouble connecting to the course.

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PAYMENTS are due BEFORE presentation/workshop via check or Venmo or Paypal. Lyric will hold the payment in escrow until services are completed and refunded if services are cancelled as outlined below. There will be a \$10 per day fee for late payments.

CANCELLATIONS Neither party shall be held to this contract if the lecture/workshop is cancelled due to illness, accident, act of God or unavoidable circumstances occur. We will make every effort to reschedule and Lyric keeps a list of teachers who can fill in at the last minute with similar offerings at the same price. If technological difficulties occur such as power outages or equipment failure, everything will be done to reschedule if possible.

Total Fees:

I have read this contract, and understand and agree to these terms:

Lyric Montgomery Kinard:

Signed: _____ Date: _____

Guild representative: Name:

Signed: _____ Date: _____