



Letter of Agreement/Contract for Virtual Lectures and Workshops

Michele Crawford – Flower Box Quilts 2110 E. 45th Avenue – Spokane, WA 99223
509-992-7348 www.flowerboxquilts.com

Lecture: \$375 per 1 hour lecture with time for questions. Lectures are presented live (not pre-recorded).

Workshop Full Day: \$600 per 6-hour class (including a 30-minute lunch break).
* Minimum of 6 students – Maximum of 20 students
* \$30 for each additional student up to a total of 24 students.

Workshop Half Day: \$400 per 3-hour class for up to 20 students.
* Minimum of 6 students – Maximum of 20 students
* \$20 for each additional student up to a total of 24 students.

- * Quilt Patterns and/or Kits needed for any class will be paid for by the students; and distributed before the class. The Venue/Organization are responsible for the cost of shipping.
* Non-Refundable Deposit: A non-refundable deposit of \$100 is required with a signed contract and MUST be received by Michele at least 30 days ahead of the scheduled lecture and/or workshop(s) in order to proceed with the lecture and/or workshops(s) on the date(s) requested in this contract. The deposit amount will be deducted from the final invoice after the lecture(s) and workshops have been completed.
* Payment: An invoice will be emailed the day of the event. Please mail a check made out to Michele Crawford Flower Box Quilts that needs to be (postmarked) within 5 days of the conclusion of the lecture and/workshops or a \$50 late fee will incur.
* Current prices are valid for all contracts signed through the end of 2025.

This contract is between Michele Crawford of Spokane, WA (Pacific Time Zone) and:

Venue/Organization: _____ Time Zone: _____

Contact Name (please print): _____ Phone: _____

Address: _____ Email: _____

Second Contact Name: _____

Phone: _____ Email: _____

VIRTUAL LECTURE:

* Lectures are presented live (not pre-recorded).

Date: _____ Time: _____

Which option are you choosing: _____

Lecture Option 1: *If the lecture is presented on Michele's Zoom platform:*

- * If there are more than 100 people, \$50 will be added for a Zoom upgrade.
- * Michele will email the Zoom invite to the noted person in charge 2 weeks ahead of time; and they will email the information to all the attendees. This person will be responsible to make sure only those paid or registered can attend.

Lecture Option 2: *If the lecture is presented on the Venue/Organization's Zoom platform:*

- * Meeting link will be sent to Michele 1 week before the lecture. Information should be included as to when the meeting starts, and when she will be presenting to the group. Please make sure that Michele is designated as the co-host.

For both Lecture Option 1 and 2:

1. No audio and/or video recording or photographs are permitted of any kind. Michele and Flower Box Quilts retain all the rights and ownership of any and all recordings, photographs, and contents of virtual lectures.
2. Michele is not responsible for any internet access issues such as lag, delay, weather or any other issues that may affect the quality of the presentation.
3. The Venue/Organization will designate a person, the co-host, to monitor the chat room for questions for Michele while she is lecturing. These questions will be asked, and answered, at the end of the lecture.
4. Combined lectures with another guild are encourage for guilds under 50 members, but both guilds must sign the contract and designate one guild as the "lead guild" for all technical, payment and communication purposes.
5. Michele is happy to "pop in" any Venue/Organization Zoom meeting ahead of time to say "hello", and promote or advertise her upcoming lecture.

Virtual Workshops **Workshops are presented live (not pre-recorded).*

1. Title of Workshop:

Date:

Time:

Length of Class:

Class cost:

Pattern/Kit cost (per person):

2. Title of Workshop:

Date:

Time:

Length of Class:

Class cost:

Pattern/Kit cost (per person):

3. Title of Workshop:

Date:

Time:

Length of Class:

Class cost:

Pattern/Kit cost (per person):

1. Michele will host her workshops on her own Zoom platform.
2. No audio and/or video recording or photographs are permitted of any kind. Michele and Flower Box Quilts retain all the rights and ownership of any and all recordings, photographs, and contents of virtual lectures.
3. Michele will email the Zoom class information 2 weeks ahead so that the person in charge can email the attendees to those who have paid or registered being careful to not post the link publicly. This person, the co-host, will be in charge of making sure that only those registered and paid can attend the class; and will help those class members who are having trouble connecting to the internet during the class.
4. Each virtual classroom seat is good for ONE viewer (students may not "sit in" if they have not paid their own fee for classes). Each student must be able to be seen and heard (unless muted).

5. Michele will send any advertising materials and supply lists to the guild as soon as possible after receiving the signed contract and non-refundable deposit check.
6. If the class requires a pattern and/or kit, these items will be sent to the person in charge so that they can be distributed to the students.
7. Michele will open the Zoom room 30 minutes ahead of the class. It is strongly recommended that students log in 15 – 30 minutes early to test their connectivity/audio/camera as the workshop will start on time. Michele is not responsible for the quality of their internet devices (computer, iPad, phone), internet quality and, connectivity issues.
8. **If desired**, Michele can set-up a 1-hour follow-up Zoom session 2 weeks after the workshop to answer any further questions, and for Show and Tell.

Cancellations

1. Cancellation by Venue/Organization: The services to be provided by Michele may be cancelled at any time by written notice received at least 30 days prior to the scheduled date of event. If a lecture or workshop is cancelled within 30 days of the scheduled lecture or workshop for any reason, the non-refundable deposit shall be non-refundable. If prior to cancellation by Venue/Organization, Michele has purchased materials or expended any other non-refundable cost or expense in connection with the workshop or lecture, the Venue/Organization shall be responsible for payment of all such costs, expenses, or cost of cancellation of any kind.

2. Cancellation by Michele: She may cancel a lecture or workshop for any reason, and Venue/Organization agrees to indemnify and hold Michele/FBQ harmless from and against any loss of Venue/Organization due to FBQ cancellation. In the event of cancellation by FBQ, the Venue/Organization all be reimbursed all fees and deposits set forth in this contract.

3. Technological Issues: Michele and Flower Box Quilts do not make any warranty or guarantee of virtual services. Venue/Organization acknowledges that there may be technological issues with virtual connections that are beyond the control of Michele, Venue/Organization or attendee. If technological issues occur such as power outages for any reason or equipment failure, everything will be done to reschedule.

Fees

Lecture fee: _____

Workshop fee(s): _____

Pattern or kit fees: _____

Sub-Total: _____ - \$100 deposit = **Final Amount Due:** _____

A signed copy of this contract MUST be mailed to Michele Crawford of Flower Box Quilts with a \$100 non-refundable deposit at least 30 days ahead of the lecture and/or workshops to execute a firm commitment to the dates for the lecture and/or workshop(s) as noted in this contract. I have read the above agreement and understand plus agree to its terms. Thank you.

1st Guild Representative Name (please print): _____

Signed _____ Date: _____

**Michele Crawford, Flower Box Quilts
2110 E. 45th Ave. Spokane, WA 99223**

Signed _____ Date: _____