

VIRTUAL TEACHING AGREEMENT & INVOICE

Thank you for contacting me regarding my virtual presentations and workshops. This agreement is made between April Sproule, the Service Provider, and _____, the Contracting Organization.

Fees are as stated below.

___ Virtual Presentation:	(\$450/60-minutes lecture/trunk show)
___ Virtual Workshop(s):	(\$650/6 hours of instruction for up to 20 students)
___ Virtual Workshop(s):	(\$450/3 hours of instruction for up to 20 students)

April Sproule will provide the following to the Contracting Organization in a timely manner once the signed contract has been returned and services have been selected.

Lecture/workshop descriptions (available on my website)

- ___ Student Supply Lists, includes workshop description and project photograph
- ___ High Quality/Resolution Images of my Work to use in newsletter, website, and social media channels
- ___ Teacher bio and photograph
- ___ Student Workshop Handouts, includes workshop information and resources (a PDF link will be provided). This link will be sent by the workshop chair to students along with the Zoom workshop link.

Services Selected by _____ :

A. Event Title:

Date and Time:

Location/Platform:

B. Event Title:

Date and Time:

Location/Platform:

Details of Events

Virtual Presentations: The Virtual Presentation is open only to members of the hosting guild. If multiple guilds are co-hosting/attending, additional fees will apply. My Presentation is designed to be 60-90 minutes and includes a video presentation followed by as much Q&A as time permits.

- Recording/distribution/streaming of presentation is not permitted. Questions are encouraged via the chat box and will be answered as time permits.
- Log On Time for Hosts/Co-Hosts (15 minutes before attendees join meeting)

Virtual Workshops:

Please check with April prior to workshop selection as not all her workshops can be taught virtually.

- Each workshop can accommodate up to 20 students max. There is a possibility more students can be added with the instructor's approval of the number of students and the fee per student.
- The workshop is designed to be 6 hours of instructions with teacher demonstrations, and time is allowed for students to work independently with access to the teacher while the class is in session.
- Workshops can be scheduled as 6-hr in 1 day workshop or split into two sessions of 3 hours scheduled 1-7 days apart.
- There will be an agreed upon lunch break added in to the one day workshop in addition to the 6 hours of instruction.
- Depending on the workshop chosen an optional Supply Kit might be available for an additional fee. Ample time must be allowed for the ordering of supplies, construction of the kits, and shipping.
- Photographs/screenshots are permitted for personal use only. Audio/Video recording and/or distribution of workshop materials and handouts are prohibited. It is strongly recommended that students log in 15-30 minutes early to test connectivity/audio/camera so workshop instruction can start on time.

Hosting:

- The ***Contracting Organization will be responsible for hosting the guild meeting/lecture presentation via their Zoom or another virtual platform account.***
- The host will email April the meeting invitations/links 48 hours before virtual meeting/workshop and will designate April as a co-host. If using a platform other than Zoom, please coordinate a date/time to do a test run with April to allow time for her to familiarize herself with sharing her screen/audio/Q&A, etc.
- April will host workshops via her Zoom account and will send Zoom meeting invite/link, handouts, and workshop 5-7 days before the workshop for guild reps to distribute to paid attendees.***
- Handouts are copyrighted and may not be shared with non-workshop attendees.
- Workshop link will open 30 minutes before the official start of the workshop to allow time for attendees to log in early, test connection, sound, and video.
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- Time Zone of host organization: _____
April Sproule is in the Pacific Time Zone (California).

Cancellations:

Cancellations may be made by either party 60 days from the engagement date, minus the Booking Deposit for the Contracting Entity. If conditions beyond our control (i.e. weather emergency, illness, accident, serious family emergency, and/or loss of power/internet access etc.) prevent April from lecturing/teaching, it is agreed that this contract may be terminated without a penalty payment assessed by either party.

Rescheduling the program may be an option.

Fees

Payment for teaching fees and expenses will be paid to April Sproule within 1 week of the date the services are provided. Please let me know if you need a more detailed invoice outlining the services and/or a signed IRS W-9 form to be sent via email prior to the meeting.

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| A. Lecture Fees, \$450.00 per event | \$ |
| B. Workshop Fees, \$650.00 per full day (6 hours of instruction) | \$ |
| \$450.00 per half day (3 hours of instruction) | \$ |
| C. Reimbursable Expenses, | \$ |
| D. Booking Deposit, non-refundable should the guild/group cancel | \$ 200.00 |
| (this will be deducted from the final invoice total upon completion of the services provided) | |

Total Estimated Payment Due for Services Provided	\$
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Contact me via email or phone with any questions/concerns about this agreement. Please sign this agreement and return one copy (electronically or via USPS) to April Sproule at the addresses listed below.

Signed: _____
Artist/Teacher Date

April Sproule/Sroule Studios
358 Main Street
Fortuna, CA 95540
www.sroulestudios.com
aprilsp@sroulestudios.com
Studio: (707) 725-9124

Signed: _____
Organization Rep Date

Contact Person #1.
Address:
Website:
Email:
Phone:

Contact Person #2.
Address:
Email:
Phone:

Thank you very much, and I look forward to sharing my love of the textile arts with your membership/attendees.

- April Sproule