This is to confirm that Julia Graves will present workshop(s) and/or lecture(s) for:   
  
Conference/Guild/Store name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: virtual over video conferencing using Julia’s or Guild’s account.

Lecture/Workshop Title(s) Date(s)/Time # Attendees expected

1)

2)

**VIRTUAL LECTURE/PROGRAM REQUIREMENTS**

1. The virtual lecture/program will be conducted over video conferencing, using a combination of a slide presentation and live lecture.
2. Up to 30 minutes of the meeting may be used by the guild to conduct guild business or Show and Tell.
3. Meeting link, dial in number and instructions to the guild/Julia at least one week prior to the virtual meeting/class
4. Meeting participants are limited to 100 people, including Julia.
5. Participants should have good internet access, else the video and audio may freeze, lag or be slurred. Julia is not responsible for internet access issues.
6. Julia will conduct a short session at the beginning of the meeting to explain how to use video conferencing.
7. The program chair will distribute the meeting link and dial in number to the guild members, taking care not to post on public forums or to non-guild members.
8. The guild will designate an attendee to help participants with access issues.
9. The guild will designate an attendee to monitor the video chat room for questions for Julia.
10. Participants may not record or photograph any portion of Julia’s lecture/class by any means.

**VIRTUAL CLASSROOM REQUIREMENTS**

* Virtual classes will be conducted over video conferencing, using a combination of slide presentation, recorded videos and live lecture, depending on the class.
* Virtual Lecture/Program Requirements items 3 – 10 above also apply.
* Class participants will be working at their own locations and will need to have their electronic device with internet access at their sewing space.
* Promotional Materials: Class descriptions will be emailed to the guild.
* Supply Lists and Class Handouts: A master copy of both of these items will be emailed to the workshop chairperson to copy and distribute after contract is received. Some classes have additional supply fees.
* Pre-Orders: Some classes require 30 day advance ordering to ensure availability and to allow for mailing of items.
  + Gemstone Bling – # of patterns/fabric bundles needed for each gem.
  + Shimmering Triangles – provide student emails to send pattern

**MERCHANDISE**

* Julia will be permitted to promote and sell merchandise. The hosting organization will not collect any percentage or fee for sales.

**VIRTUAL FEES**

* Lectures: $350 for a 1 hour lecture, plus up to 1 hour hosting for guild business.
* Workshops: $350 for half day (up to 3 hours) and $600 for full day (up to 6 hours) for up to 20 students. Additional students may be added for an additional fee of $15 per student, per day, up to a maximum of 30 students.
* Payment: Payment to be paid a week prior such that payment is received prior to completion of lecture or workshop. Checks should be made payable to Julia Graves and mailed to her at 211 Lake View Way NW, Leesburg VA 20176.

**CANCELLATIONS**

* Lectures/workshops may be cancelled with at least 30 days written notice. If illness, accident, act of God or unavoidable circumstances occur and a mutually satisfactory rescheduled date cannot be arranged, it is agreed that this contract will be null and void. Otherwise, if cancelled with less than 30 days written notice, the organization is responsible for fees and costs incurred.

I have read the above contract, and I understand and agree to the terms:   
  
Guild/Conference/Shop Representative  
  
Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Phone(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Signature:                          \_\_\_\_     \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Julia Graves:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_