



Nanette S. Zeller

Mixed-Media Textile Artist ~ Art Quilter ~ Author ~ Instructor

www.NanetteSewZ.com ~ nszeller@NanetteSewZ.com

Thank you for your interest in my virtual group lectures and workshops. I've attached information below about my presentations and fees.

Please note all my workshops and online courses can be presented in lecture format.

See my current list of **lectures and workshop** topics:

<http://www.nanettesewz.com/workshops/>

Currently available **online courses** open for individual enrollment:

<http://www.nanettesewz.com/online-classes/>

I understand that every group is unique. I am happy to work with you in creating a virtual program that best fits your needs. Feel free to ask questions or inquire about variations.

Requests for hire can be emailed to nszeller@NanetteSewZ.com. Please include requested dates and times.

I look forward to hearing from you!

Sincerely,

Nanette S.



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Standard For Hire Contract & Fee Information - Virtual Lectures & Workshops

The following document is for informational purposes only.

Virtual Presentations:

Unless otherwise arranged, Presenter will establish secure **video teleconferencing (VTC)** (e.g., Zoom). Presentations (lectures and workshops) will include both live and pre-recorded segments to provide participants interactive attention and high-quality instruction. When applicable, supplemental materials will be presented via downloadable pdf files. *Multi-group presentations are welcome; both groups must sign the contract and assign one as the lead contact.*

- Presenter will provide the invitation link no later than 7-days prior to presentation. Unauthorized sharing of log-in information is a way for cyber criminals to gain access and disrupt VTCs. Links should only be shared with registered participants and never posted on public or unsecure websites or social media platforms. Participants should consider having the most current versions of their VTC and virus protection software. Presenter is not responsible for hacked presentations.
- Participants must pre-register for the presentation. A registration link will be provided. When applicable, attendees may need their own VTC account. Unless otherwise agreed, one registration equals 1 participant.
- Participants are encouraged to have good internet access. Presenter is not responsible for internet access issues (e.g., lagging or dragging video/audio, frozen or pixelated images, dropped connections, etc.).
- Organization is responsible for designating one attendee as Co-host to help participants access the meeting and one attendee as Moderator to assist with participant questions.
- Meetings space will be available 30-minutes prior to start of presentation to allow time for attendees to connect and become comfortable with the VTC environment. Participants are encouraged to sign-in early and get comfortable so the presentation can start on time.
- Presenter maintains all rights and ownership of all content and recordings. Participants may not record or photograph, by any means, any portion of the presentation.
- In the event of technical difficulties due to weather, power outages, equipment failure, etc, every effort will be made to reschedule the presentation as soon as possible, at a mutually agreeable time.
- Presenter will invoice the Organization 2-4 weeks before the presentation. Payment is due no later than 14 days following presentation. **Method of payment:** *Checks (preferred) or online payment with an additional \$10 processing fee (e.g., PayPal, Square, etc)*



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FEES:

VTC Lectures: Fee \$300 / limited to 100 attendees. Additional \$150 for groups over 100 to cover Zoom upgrade fees, provides an additional 200 attendees. 1-hour presentation which includes live interactive question and answer period.

VTC Workshops: Unless otherwise arranged, students will supply their own materials and equipment. Includes time for live question and answers during the presentation, plus wrap-up and show and tell at the end.

Full-day (up to 6 hours): Fee \$600 / up to 20 students; additional \$25 per student up to 40 students (max).

Full-day split session (up to 6 hours): Fee \$700 / up to 20 students; additional \$25 per student up to 40 students (max). Split-session workshops are full-day workshops presented in 2 sessions; 1 demonstration session and 1 independent study, guided-work session. This option allows the participants time to watch, listen and learn the process in one session. The following day participants independently work with guided assistance and full access to the instructor. Split session workshops allow participants more relaxed focus to finishing the class project.

Half-day (up to 4 hours): Fee \$400 / up to 20 students; additional \$15 per student up to 40 students (max).

Cancellation: Both parties reserve the right to cancel the lecture/workshop without penalties **no later than 30 days prior** to program date. Cancellation due to insufficient enrollment must be made **no later than 30 days prior** to the event. In the event of illness, accident, act of God, or other unavoidable circumstances where the Presenter cannot be present or the program cannot occur, it is agreed that following written notification, this contract shall be deemed void, and there shall be no claim for damage by either party. Unless otherwise addressed, cancellations of workshops within 7 days of the event will require a cancellation fee of \$100 and payment of any out of pocket expenses already incurred.