

VIRTUAL TEACHING CONTRACT

students pay Lyric directly

This contract is between

Lyric Kinard

102 Kilmorack Dr. Cary, NC 27511

919-656-6398, lyric@LyricKinard.com

and

Guild Name

Location: Virtual

TIME ZONE:

Web Site:

Guild Contact 1 - Name:

Position:

Address:

Phone:

Mobile:

e-mail:

Guild Contact 2 - Name:

Position:

Address:

Phone:

Mobile:

e-mail:

Virtual Live WORKSHOP Title

Length of workshop:

Cost to Guild:

Date(s):

Time and Time Zone:

Lyric's zoom account only

Total Guild Fees: \$100 booking fee due with contract. Refunded at 4 weeks before work-shops date if a minimum of 10 registrations have been booked. Non-refundable otherwise. \$48 - 3hr, \$78 - 6hr per student. Students pay Lyric directly through the registration link she sets up.

VIRTUAL TEACHING CONTRACT

students pay Lyric directly

VIRTUAL LIVE WORKSHOPS Option 4 - Lyric takes enrollments

1. **Guild pays \$100 booking fee. Refunded to guild as soon as 10 enrollments are reached.**
2. Lyric will prepare an online enrollment landing page for the workshop within 1 week of signed contract.
3. Students will pay through direct registration on Lyric's website.
4. Lyric will send advertising materials and supply lists to the guild as soon as possible after booking.
5. **Guild representatives are responsible for advertising Lyric workshops as much as possible. Guild should guarantee at least 10 student enrollments. They are free to open class seats to attendees outside the guild.**
6. One month before workshop date, Lyric will open enrollment to the general public.
7. Each virtual classroom seat is good for ONE viewer (students may not "sit in" if they have not paid their own fee for classes.)
8. Lyric will host her workshops on her own zoom and online platform and be responsible for communicating with enrolled students.
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.
11. If the hiring entity does not meet a minimum of 10 enrollments, Lyric has sole discretion of whether to cancel the workshop up to two weeks before the workshop begins. Lyric will refund students.

Payments: Check to Lyric Kinard 102 Kilmorack Dr. Cary, NC 27511

Or Paypal: lyric@pobox.com

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

Lyric Montgomery Kinard:

Signed: _____ Date: _____

Guild representative: Name:

Signed: _____ Date: _____