

# Libby Williamson

## Virtual Teaching Contract

LibbyWilliamsonDesigns@gmail.com

Note: Libby Williamson is in the Pacific Time Zone

(714) 904 – 9432

**Group or Guild:** \_\_\_\_\_

Time Zone of Group: \_\_\_\_\_

Representative: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Additional Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

**LECTURE:** Live via Zoom - 1 hour (plus 1/2 hour Q&A)

**Title:** \_\_\_\_\_

Zoom Format:(Check)

\_\_\_ Libby's Zoom Account

\_\_\_ Group's Zoom Account

Date: \_\_\_\_\_

Time: \_\_\_\_\_ Time Zone: \_\_\_\_\_

Fee: \$450 (up to 100 attendees)

(Additional \$50 for over 100 attendees on Libby's Zoom acct.)

**WORKSHOP:** Live via Zoom- 6 hours

**Title:** \_\_\_\_\_

Classes can be broken down into two segments, on different days, for the same cost.

**Date(s):** \_\_\_\_\_

**Time(s):** \_\_\_\_\_ **Time Zone:** \_\_\_\_\_

**Fees:** \$700 (up to 20 students)

\$25 for each additional student up to a max of 25 students

(Additional students may not share a seat ("sit-in") unless they have paid for their own spot in class.)

**Kits:** For an additional fee, Libby will prepare, package and ship individual kits for each student several weeks ahead of the class. They will be shipped together, in one shipment, to an agreed upon recipient. The guild or group is responsible to distribute the kits to each participant.

**Payment** is due within 7 days of the lecture/workshop via check, Venmo, or PayPal.

- Lectures and Workshops may not be recorded.
- Libby retains all rights to any recorded content which is shared during the presentation or class.
- Neither party shall be held to this contract if the event is cancelled due to illness. If power outages or equipment failures occur, everything will be done to reschedule.

Lecture Fees: \_\_\_\_\_

Workshop Fees: \_\_\_\_\_

Additional Kit Fees: (optional) \_\_\_\_\_

**Total Fees:** \_\_\_\_\_

**Libby Williamson**

9432 Brewer Way

Villa Park, CA 92861

714-904-9432

[libbywilliamsondesigns@gmail.com](mailto:libbywilliamsondesigns@gmail.com)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Group Representative:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_