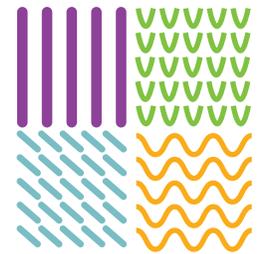


Virtual Teaching Terms



Edie Eckman

You should have the current pdf of my Virtual Class Catalog, but please be in touch if you aren't finding what you need there. I am developing new online classes all the time and would be happy to discuss your needs. "Organizer" refers to the guild, shop, or other event planner.

Class Lengths

Class lengths are listed as 90 minutes or 2 hours, as this seems to be the optimal timing for Zoom classes. Those lengths can be negotiated if needed.

Class Dates & Times

Class dates and times are decided by mutual agreement.

Fees

A 25% non-refundable deposit is due with delivery of a signed contract. The remaining amount is due immediately upon completion of the class(es).

Logistics

Organizer and teacher agree on the class topic, time and date of class. Edie schedules a Zoom meeting on her own account, or Organizer schedules a virtual meeting on their chosen platform. Organizer takes care of all scheduling, sign-ups, promotion, and distribution of homework and supplies list, and provides the Zoom link to registered students. During class time, Organizer acts as meeting co-host, responding to questions in chat, letting people into the meeting, and so on.

With few exceptions, class will not be recorded. Requests to record the class and make it available to paid attendees only for a limited period of time must be agreed upon in advance and written into the contract.

Edie's responsibility is solely to schedule the Zoom meeting and teach the class. Organizer pays Edie \$375 per 90-minute or 2-hour class.

General

Edie agrees to try to space out classes so that the same virtual class is not being offered to a similar audience in a tight timeframe.

Handouts will be made available to students via emailed pdf approximately 24 hours before class. It is the responsibility of the student to print these out as needed. Please respect copyright; registrants who do not attend the class should not receive a handout.

Class size, skill levels, homework, and supplies vary by class and will be listed in the class catalog. Edie is happy to help you choose the classes that will best suit your audience.

Once a contract is signed, Edie will provide any additional detailed homework instructions, as well as photos and other materials to help promote the classes.

Cancellation Policy

If the event organizer/venue cancels the engagement prior to the event, the following fees apply:

- Less than 14 days prior to the engagement: 80% of Teaching Fees and any non-refundable expenses already incurred;
- 15-20 days prior to the engagement, 50% of Teaching Fees and any non-refundable expenses already incurred;
- More than 30 days prior to the engagement: 25% of Teaching Fees (deposit) and any non-refundable expenses already incurred.

If the instructor must cancel the engagement, she agrees to try to reschedule at a mutually agreeable time or to find a suitable substitute. If no mutually agreeable date or substitute can be determined, she will return the deposit in full and no teaching fees or expenses shall be paid to the instructor.