



- For workshops with more than 12 students, it is helpful if the guild provides a moderator to check-in students, help with Zoom technical issues, and monitor the class for questions to be passed on to Kristin. The moderator does not count toward the maximum enrollment.
- A guild member should be designated as a contact person for class members who are having trouble connecting to the workshop.
- Kristin will host her workshop(s) using her own Zoom account.
- For 1-day, 6-hour workshops, a 45-60 minute break will be included midway through the workshop.
- Kristin will send advertising materials and supply lists to the guild as soon as possible after booking.
- A color PDF pattern will be emailed to each student one week prior to the workshop. It is the student's responsibility to print the pattern if desired.
- Guild representatives are responsible for advertising the workshops as much as possible. Guild is free to open class seats to attendees outside the guild.
- Workshop students will be working in their own locations and supply their own internet access and devices. Kristin is not responsible for the student's internet quality and connectivity issues.
- It is strongly recommended that students log in 15 minutes early to test connectivity/audio/camera so workshop instruction can start on time.
- Audio/video recording and/or distribution of workshop and handouts is prohibited.
- A private Facebook group will be setup for workshop attendees only. It will be open for 30 days after the final workshop session and will allow students to ask questions, post work-in-progress photos, and access all the videos shared during the workshop. Students must have a Facebook account in order to participate in the private group.

Workshop:

Please select from the following workshops:

	Workshop	Duration	Format (select one)	
___	Crazy Quilt-As-You-Go	6 hours \$600	<input type="checkbox"/> 1-day, 6 hours	<input type="checkbox"/> 2-days, 3 hours/day
___	Disappearing 4-Patch Quilt-As-You-Go	6 hours \$600	<input type="checkbox"/> 1-day, 6 hours	<input type="checkbox"/> 2-days, 3 hours/day
___	Hugs or Kisses Quilt-As-You-Go	6 hours \$600	<input type="checkbox"/> 1-day, 6 hours	<input type="checkbox"/> 2-days, 3 hours/day
___	Quilt-As-You-Go Technique Workshop	4 hours \$400	<input type="checkbox"/> 1-day, 4 hours	



Workshop Day 1

Date	
Time	
Time Zone	

Workshop Day 2 (if applicable)

Date	
Time	
Time Zone	

3. Payment: Payment for virtual lectures and workshops is due in two 50% payments. The first 50% payment is due 30 days prior to the first event, and the second 50% payment is due within 7 days of the last event. Kristin will email invoices to the Guild’s Primary Contact. Please let me know if you need an IRS W-9 form to be sent via email prior to the first event.

4. Publicity: Photos, biography, supply lists and other information may be taken from Kristin’s website KristinLaura.com to promote the lecture and workshop.

Kristin will provide the following to Guild for promotional use upon request:

Lecture/workshop descriptions

Workshops Supply List (includes workshop description and photo—also available on my website)

High Quality/Resolution Images of my work to use in newsletter, website, and social media channels

Teacher bio and photograph

5. Sales: Kristin will mention patterns and notions for sale on her website before and after lectures and workshops. Sales of these items will not interfere with lecture and workshop time. The Guild will not collect any fees or commissions on these sales.



6. Cancellation:

- If Kristin cancels within 30 days of the planned workshop/lecture, Kristin will provide an equivalent and/or appropriate substitute for the scheduled workshop/lecture or reimburse any fees paid by the Guild.
- If cancellation by Guild occurs within 30 days of planned workshop/lecture, Guild will reimburse Kristin an amount equal to 50% of agreed upon workshop/lecture fees.
- No penalty occurs for either Kristin or Guild if cancellation occurs prior to the 30-day period.
- Cancellation can be made by telephone or e-mail but must be followed by a registered letter unless otherwise agreed upon.

7. Guild Contacts:

Primary Contact		Phone #	
Email		Mobile/Text #	
Alternate Contact		Phone #	
Email		Mobile/Text #	

Contact me via email or phone with any questions/concerns about this agreement. Please sign this agreement and email an electronic copy to Kristin@KristinLaura.com, or mail two signed copies via USPS to: Kristin Echols, 14995 W Frost Rd, Worley, ID 83876. I will sign and return one copy.

Thank you and I look forward to sharing my passion for quilting with your guild.

(GUILD) Signature Guild Representative

Date

(KRISTIN) Kristin Echols, Kristin Laura Designs

Date