



## NAME CREATE ONLINE WORKSHOP AGREEMENT

Create Online Workshop Agreement for <<Presenter Name>>  
<<TITLE OF Workshop, Date of ZOOM Session>>

By agreeing to provide a workshop for the NAME CREATE platform, I acknowledge I will abide by the following terms:

1. My maximum number of students is \_\_\_\_\_. I commit that I will provide prepared kits including written instructions for the actual number of students up to my maximum number. I understand that I am responsible for shipping my workshop kits to the registered students a minimum of **15 days** prior to the workshop date. I will provide proof of shipment and tracking numbers for all packages to the NAME office for reimbursement after the class has been taught.
2. My Price to NAME for the Workshop is \$\_\_\_\_\_
3. NAME will assess a per capita fee for every person that registers for the Workshop. The per capita assessed is as follows: \$25 for Workshops if the kit is priced at \$50 or more or \$20 if the kit is priced at less than \$50. Therefore, the published cost per person will be your kit cost with the per capita added to that cost. An \$11.00 discount will be given to NAME members upon checkout. If I cancel the Workshop, I agree to pay the per capita per guest registered at time of cancellation.
4. I understand that the payment I receive will be the cost of the class/kit plus shipping costs charged to the student. All payment to instructors will occur no later than six (6) business days after the workshop session provided NAME has received proof of shipment and a link to the video has been provided to students. My shipping fees are as follows:

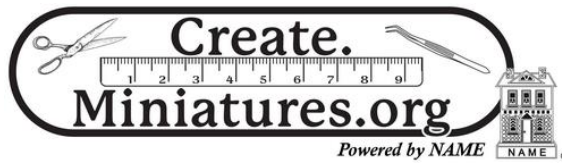
\$\_\_\_\_\_ shipping USA (Continental)

\$\_\_\_\_\_ shipping Canada

\$\_\_\_\_\_ shipping to other countries

I will not ship to the following countries (e.g., you may choose not to ship to the UK due to the UK Vat regulations) \_\_\_\_\_

5. My deadline for acceptance of participants in order to assure shipping in time for arrival prior to my ZOOM session is \_\_\_\_\_ (date must be a minimum of 15 days prior to the workshop class date). My deadline for acceptance of participants for other countries is \_\_\_\_\_. I understand that my kit will remain available for sale until I sell out or until the day of the class, whichever comes first. However, I am not obligated to ship kits for orders that come in after the shipping deadline until after the ZOOM session. Those signing up late for the class will receive the link to the class recording when it is available.
6. NAME will contact you right away if a student signing up is outside the USA so you can ship the kit as quickly as possible. As orders are received, you will be sent copies of the orders. These orders include the student names, shipping addresses and email addresses. You are responsible for keeping your own records of your class participants. Periodically a list of student names will be sent for comparison to make sure that all orders were received



7. NAME will keep track of a waiting list, in the event that my class sells out, and if additional kits can be prepared people on the wait list will receive priority to sign up for the class through NAME Create.
8. NAME requires an online class for instruction and student interaction as part of this event. It shall be of the same duration as the class would have been at a physical event. For example, a full day class will require 8 hours of instructional time which can be accomplished by a morning session of four hours, a lunch break and an afternoon session of 4 hours. However, you can shorten the online sessions as appropriate (as would be allowed at a physical event where classes can end when students complete their projects).
9. Teaching an online class will require that it be recorded. The NAME **ZOOM** platform can do this for you. Classes in the NAME **ZOOM** platform will include a moderator to start the recording of the class session and to help people log on if needed. They may then leave the class and turn the hosting over to you.

Although we prefer that you use the NAME Zoom, you may choose to use your own Zoom account. However, your class shall still be recorded and a link to your video shall be provided to students within 5 days of class.

Please check one.

- \_\_\_\_\_ Use the NAME Zoom account  
\_\_\_\_\_ Use your own Zoom account.

By signing this agreement, you agree to permit NAME to store the video on the NAME Vimeo site for a **minimum of six (6) months** after the date of the end of the class for use by you and your students whether using the NAME ZOOM account or your own Zoom account to record. NAME will not use the video for any reason other than distribution to the students. If the NAME Zoom account is used NAME will send you a video link within 5 days of class for you to email to your students. If your Zoom account is used you agree to provide the link to your video to your students within 5 days of receiving access to upload the video from your Zoom account.

10. NAME will work with you to schedule the date and time for your class. **The date, time, and Zoom class link will be sent with the class information to each student by you.** This link is not to be shared to anyone that is not a paid registrant of the class offered.
11. I, as instructor agree to contact students via email **one week prior** to my class with instructions for any supplies and tools (**NOT included in the kit**) that will be necessary to complete the workshop.
12. **A \$25 non-refundable Create fee must be included with this contract.**
13. Should I be unable to teach my workshop due to a last-minute hospitalization or death of an immediate family member, I shall notify the NAME Office and CREATE Workshop Chair. (Immediate family is defined as parent, spouse, partner, son, daughter or family member residing within the home.) I understand that the Create Workshop Chair will work with me to re-schedule the class date if at all possible to avoid cancellation. Should a student cancel the order for the workshop prior to shipping due to the instructor not being available to teach at the intended time, a full refund shall be granted to the student. No substitute instructor shall be designated to teach the workshop. (Immediate family is defined as parent, spouse, partner, son, daughter or family member residing within the home.)

**I have read and understand the instructions listed above.**

**Accepting Instructors Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**DEADLINE FOR ONLINE WORKSHOP AGREEMENT AND \$25 FEE IS**  
**( DATE )**



Signature for Credit card \_\_\_\_\_

You may send PayPal payment to [name@miniatures.org](mailto:name@miniatures.org). Please put "Create Instructor Fee" in the memo. Your agreement must be submitted via email to Kim at [kim@miniatures.org](mailto:kim@miniatures.org). If paying via credit card, call NAME at the number at the bottom of the page. You will be required to provide your Social Security number as well for tax purposes.

\*\*\*\*\***ADDENDUM**\*\*\*\*\*

**Do not fill this out with your initial agreement.** It is here for you to use if you would like to offer your workshop as a "Second Chance" workshop. This is an opportunity to sell any additional Workshop kits that are leftover from the initial offering, or to offer additional Workshop kits if your workshop was very popular and you wish to extend sales.

If you would like to take advantage of this program, fill in the remaining inventory counts, sign and date this addendum to the Agreement and return this to the NAME Office between the time of your guaranteed arrival date and one week from the date of your class.

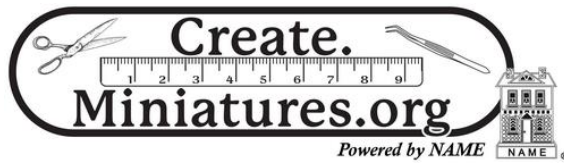
These workshops will be available on Create for 30 days after your live class session, or until they are sold out, whichever comes first. There is no additional charge for offering your kits for this extended period of time.

I would like to offer my workshop as a "Second Chance" workshop. I will offer up to \_\_\_\_\_ Kits. (This number should reflect the total number of kits you can provide as a second chance offering. You will need to provide the exact number of kits, we will not automatically add in the number of kits that you had left from initial offering).

I understand that the pricing, including the per capita fees, will remain the same as the initial offerings. I also understand that I will submit proof of shipping in order to be paid for my kits and that I will ship within 7 days of the end of this 30 day offering, barring emergencies, when I will communicate both with NAME and my customers about the revised shipping dates. While I do not have to offer a repeat live session on ZOOM, I understand that it is my responsibility to send the link from the live ZOOM session to any students who sign up for my class through the "Second Chance" offering.

Signature \_\_\_\_\_

Date \_\_\_\_\_



NAME - Create PO Box 69 Carmel, IN 46082

[name@miniatures.org](mailto:name@miniatures.org)

Phone 317-571-8094