Judy Steward | judy@judysteward.com | judysteward.com | 254-495-0905

Lectures & Workshops — Fees and Services

Online Lectures (Zoom)

Available via Zoom directly to your guild using your Zoom link.

Service	Fee
1-Hour Lecture	**$400**

Online Workshops (Zoom)

Live Zoom workshops with real-time Q&A and support. Includes:

- Zoom meeting coordination
- Emails to students with preparation instructions
- Supply lists, handouts, and class information

Service	Fee
6-Hour Class	**$600**
3-Hour Class	**$300**
Per Hour	**$100**

To schedule, email: judy@judysteward.com

In-Person Workshops & Lectures

Service	Fee
Lecture	**$400**
Workshop	**$600**

- A supply list will be sent to the program chair for distribution to students in advance of the class.
- If a kit fee applies, it will be noted on the supply list.
- Minimum 5 students / Maximum 20 students.

Judy Steward | judy@judysteward.com | judysteward.com | 254-495-0905

For more information, email: judy@judysteward.com

Guild Responsibilities

In return for the above services, the Guild agrees to:

- Pay by check at the conclusion of services.
- Furnish lodging (hotel) if an overnight stay is required.
- Furnish meals as mutually agreed.
- Transportation: IRS mileage reimbursement rate if driving. If flying, provide a confirmation number and flight information no less than 4 weeks in advance.

Cancellation Policy

The following conditions apply to cancellation of the contract:

1. Written notice of cancellation must be provided 30 days before the event.
2. If either party cancels in good faith due to circumstances beyond their control (e.g., weather or illness), the Guild is responsible only for reimbursement of reasonable pre-paid travel expenses.
3. If the Instructor cancels, the Guild shall not be responsible for payment of lecture or workshop fees.
4. If the Guild cancels, the Instructor shall be paid all minimum fees.