



VISUAL PLEASURE FOR GENERATIONS

Eric Wiegardt AWS-DF, NWS
 PO BOX 1114
 Ocean Park, WA 98640
 Business: 360-665-5976
 Wiegardt Workshops: ericwiegardtworkshops@gmail.com
 Email for Eric's cell phone number.

Workshop Hours: 9am to 12pm, 1pm to 4pm

Date of Contract: _____

TITLE OF WORKSHOP:	
DATE OF WORKSHOP:	Start: _____ End: _____
SPONSOR:	
LOCATION:	City: _____ State: _____ Zip: _____
CONTACT PERSON:	Print Name: _____
How you would like inquiries from prospective students directed? Check all that apply.	
X	
WEBSITE ADDRESS:	_____
EMAIL ADDRESS:	_____
PHONE NUMBER:	_____

Minimum number of paying students: _____ **-- Maximum number of paying students:** _____

INSTRUCTOR'S FEE:

\$ _____ per student X # 12 of students = _____

OR \$ _____ per day X # _____ days = _____

TRAVEL EXPENSES TO BE COVERED: (check only which apply)

___ Airfare for Workshop = _____

___ Luggage Fee..... = _____

___ Mileage (from home) to Portland Airport round trip—300 miles @ current gov't rate = _____

www.gsa.gov/mileage of a car (2019 is \$0.58)

___ Parking at Portland Airport @ current rate (2019 \$12.00) per day X _____ days = _____

___ Taxi Charges: = _____

___ Rental Car at Workshop..... = _____

Gas for Rental Car = _____

___ **OR** All shuttle transportation provided during the workshop.

___ **OR** Mileage to and from workshop (only if traveling by car to workshop). = _____

www.gsa.gov/mileage (2019 is \$0.58)

FOOD EXPENSES: at gov't rate: www.gsa.gov/perdiem (Duration of workshop plus one day)

Per Diem: \$ _____ per day X # _____ days = _____

LODGING EXPENSES: Non-Smoking and No Animals

___ Lodging at Portland Airport (in order to catch early flight and/or a return late flight) = _____

___ Lodging upon arrival for workshop until departure..... = _____

SHIPPING WORKSHOP SUPPLIES:

___ Cover all shipping costs for supplies used to conduct workshop = _____

OTHER

Items not covered above: _____ = _____

Total Costs..... = _____

Note: Workshop/Class can be cancelled one month (30 days) before starting date of the workshop if minimum number of students not met. Confirmation of this email with necessary additions and changes may work as a contract, or you may write up your own. Please sign and date and either scan and email to: ericwiegardtworkshops@gmail.com or mail to:

Wiegardt Studio Gallery
PO Box 1114
Ocean Park, WA 98640

ERIC WIEGARDT AWS-DF, NWS: _____ **DATE:** _____

SIGNATURE OF SPONSOR: _____ **DATE:** _____

PRINT NAME OF SPONSOR: _____

Materials/Equipment List for Eric Wiegardt

Material/Equipment	Quantity
Display Easels	4 minimum
Instructor's Table 6 ft.	2
Mirror-Overhead if possible or Watercolor Demo Easel	1
Student tables	Depending on # of Students
Display Table 6-8 ft.	2
Wall space to display paintings	
*Leg extensions (approx 6") to raise demonstration table.	1
Dry Erase Board or Flip Chart (If available)	1

*Eric (6'1") likes to paint standing up and would appreciate having the table raised.