



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: _____

Form with fields: TITLE OF WORKSHOP, DATE OF WORKSHOP, SPONSOR, LOCATION, CONTACT PERSON, WEBSITE ADDRESS, EMAIL ADDRESS, PHONE NUMBER, and a section for inquiries with an 'X' in a box.

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

INSTRUCTOR'S FEE:

\$_____ per student X #_____ 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 (2020 is \$0.575)
___ Parking at Portland Airport @ current rate (2015 \$11.00) 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 (2020 is \$0.575)

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:** _____

Phone Number for Eric _____ **Phone Number for Ann** _____

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.