

# Workshop and Lecture ~ Fees and Costs

Birgit Ruotsala

I am so happy that you have shown interest in having me come to your group. Here are the fees and costs that I charge. The fees for lectures and workshops are quoted for the year that you book your event, not the year that I come to your group.

FEES	2020	2021	2022
<b>Lectures</b>			
Lecture alone	\$300.00	\$325.00	\$325.00
Lecture with workshop	\$250.00	\$250.00	\$275.00
Second Lecture with workshop <sup>1</sup>	\$125.00	\$125.00	\$125.00
<b>Workshops<sup>2</sup></b>			
Three Hour Workshop	\$200.00	\$200.00	\$225.00
Six Hour Workshop	\$400.00	\$400.00	\$400.00
Additional Day charge per day <sup>3</sup>	\$300.00	\$300.00	\$325.00

- 1) I am able to do two lectures in one day if your group has a daytime and nighttime meeting. In some cases I have given two different lectures on one day that the whole group is invited to.
- 2) Class size for workshops is quoted for up to 20 students. I will take up to 24 students with an additional charge of \$25.00 per students 21,22,23 & 24.
- 3) Additional day charge is or two to five day workshops. This cannot be combined with a half day workshop.

## Additional Costs

### Meals

- 1) A \$45.00 per diem will be assessed for meals for the entire contract period including two travel days.
- 2) If accommodations offer an adequate breakfast, this will be reduced to \$35.00.
- 3) If your guild provided a potluck or catered lunch at workshops, please advise for further reduction. (I have dietary restrictions so please check with me on meals).

### Sharing Expenses

I am happy to piggyback visits with other guilds in the area. Please contact guilds within your area to see if there are any willing to share expenses. If you piggy-back with another guild, please work out between your guilds the time between events so you know who will be responsible for lodging and meals between the events. I will be glad to work with you on these arrangements.

## Travel Expenses

- I like to drive so if we work out far enough, it is possible that I book guilds on the way to or from. If I can do this, I will figure mileage as best as I can to help you keep your cost down.
- Mileage is figured at current IRS rate.
- If timing is such that I need to fly, guild will reimburse Birgit for round trip airfare from Green Bay or Appleton, WI whichever has best fare. Guild is expected to pay for airfare within 2 weeks of purchase.

## Shipping Cost

If I have to fly, there may be an additional cost for shipping supplies depending on luggage fees.

## Lodging

I am willing to stay in a private home with no animals (due to allergies). If I drive, I will also have my husband. He will keep himself busy while I am with the guild. I would appreciate a main floor bedroom with private bathroom. If guild chooses to use a hotel, please chose a hotel with hot breakfast. I will pay the extra charge for having my husband with.

## Sales

In my workshop and lectures, I will have items available for sale. I only mention these items once, briefly, as a point of interest. I make items available for student's convenience that could help with the technique or project that we are working on. I do not spend time in lectures or workshops selling things. The guild/group/shop will not collect any commission on these sales.

## Cancellations

Upon signing this agreement, a down payment of \$200.00 is requested. If cancellation by contracting party is made, the down payment is forfeited if the engagement cannot be rescheduled within 18 months. Cancellations happen. Weather happens. I will work to reschedule at the booking rate if weather happens. All other cancellations by contracting group will result in forfeiture of down payment. If I have to cancel due to illness or family emergengy the down payment will be promptly returned if a new date cannot be scheduled.

## Payment

The contracting party agrees to pay full compensation to me, Birgit Ruotsala, upon completion of the final day of the commitment to the party. A detailed invoice will be emailed to the party prior to my arrival.

A signed copy of the attached contract and down payment must be returned to Birgit Ruotsala before a firm commitment is made.

# Contract for Services

Between **Birgit E Ruotsala** and \_\_\_\_\_

Lecture requested: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Fee: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Fee: \_\_\_\_\_

Workshop requested: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Fee: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Fee: \_\_\_\_\_

Location: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Guild/store representative: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/zip: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Second contact person in group:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Teacher/Lecturer: Birgit Ruotsala

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please send this completed page to Birgit Ruotsala

236 Bryan Street, Green Bay, WI 54301

or email: [birgitsdesigns@new.rr.com](mailto:birgitsdesigns@new.rr.com)