

# Workshop and Lecture ~ Fees and Costs for Virtual Lectures, Classes, and Workshops. by 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 appear with your group. Zoom meetings are divided into multiple sessions.

**1 Day** Classes will be broken into 2 Zoom sessions. Each student will have a private zoom meeting to discuss their project.

**2 Day Classes** will be broken into 4 Zoom sessions. Each student will have a private zoom meeting to discuss their project.

**5 Day Class** will be broken into 8 zoom sessions. Each student will have two private zoom meetings to discuss their project.

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 through 24.
- 3) Additional day charge is for two to five day workshops. This cannot be combined with a half day workshop.
- 4) I will host the meeting via zoom. A guild representative will send the guild email list to me and the invitation to the meeting will be made 3 days prior to our time together and again 2 hours before the meeting/class. One additional email will be sent to members on the list with an invitation to sign up for my newsletter. These are the only times that the list will be used in respect for your members privacy.

# Additional Costs

## Shipping Cost

Since this is a virtual contract, some classes have kits involved that are part of classes. I will cover shipping to one central location for guild classes. If classes are taken as individuals, s&h will be applied to each package mailed.

## 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. Any items ordered during class will be prepaid and shipped to one central location. I make items available for student's convenience that could help with the technique or project that we are working on. The guild/group/shop will not collect any commission on these sales. If classes are taken as individuals, s&h will be applied to each package mailed.

## 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 something happens. All other cancellations by contracting group will result in forfeiture of down payment. If I have to cancel due to illness or family emergency the down payment will be promptly returned if a new date cannot be scheduled.

## Payment

The contracting party agrees to pay full to me, Birgit Ruotsala, one the day of the virtual event. A detailed invoice will be emailed to the party prior to the start of lecture/class.

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)