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Eric Wiegardt AWS-DF, NWS

PO BOX 1114

Ocean Park, WA 98640

Business: 360-665-5976

Wiegardt Workshops: gallery@ericwiegardt.com

Email for Eric’s cell phone number.

VISUAL PLEASURE FOR GENERATIONS

**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 #\_\_\_\_ 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 =\_\_\_\_\_\_ pppp [www.gsa.gov/mileage](http://www.gsa.gov/mileage) of a car (2025 is $0.70) \_\_\_ Parking at Portland Airport @ current rate (2025 $16.00) per day X \_\_\_\_\_\_\_ days =\_\_\_\_\_\_ \_\_\_ Taxi Charges: =\_\_\_\_\_\_ \_\_\_ Rental Car at Workshop =\_\_\_\_\_\_ p 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](http://www.gsa.gov/mileage) (2025 is $0.70)

FOOD EXPENSES: at gov’t rate: [www.gsa.gov/perdiem](http://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: gallery@ericwiegardt.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**

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