



VISUAL PLEASURE FOR GENERATIONS

Eric Wiegardt AWS-DF, NWS  
PO BOX 1114  
Ocean Park, WA 98640  
Business: 360-665-5976  
Wiegardt Workshops: [gallery@ericwiegardt.com](mailto:gallery@ericwiegardt.com)  
Email for Eric's cell phone number.

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

Date of Contract: \_\_\_\_\_

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

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](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 ..... = \_\_\_\_\_

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](mailto: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

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.