

TIMELINE

FOR HIRING A GUEST ARTIST.

Inquire

Ask your questions and decide which kind of workshop you are interested in.

1

Make The Plan

I'll give you pricing and all other details you need so that both parties are clear on exactly what we're doing and when.

2

Sign The Contract

Signing a contract or invoice and (if applicable) leaving a deposit finalizes your reservation for our agreed upon date.

3

A

Local Workshops

If your business is local to me, you're all set! Payment or any remaining balance after a deposit is due at the completion of the workshop.

Non-Local Workshops

Your next step is to finalize any travel expenses listed in the contract or invoice. If you are paying for a flight and/or hotel, this should be taken care of as soon as possible. Depending on your contract, you will either be reserving directly or providing reimbursement for the reservation made by me.

B

Guest Work Within a Tour

If you're hiring me for any service and it gets integrated into my teaching tours, here's what to expect.

- In most cases, the travel expenses will not be for flights. Instead, they will include gas/tolls and (likely) an overnight stay. Flights/overnight accommodations(or reimbursement for the cost) must be taken care of prior to the start of the tour.
- Gas/Toll reimbursement is due at the conclusion of the workshop
- A deposit is required to hold the workshop date. Due to the complexity of arranging tours and the rate in which dates may fill, deposits are non-refundable.

Standard Guest Work

Any guest work that is booked outside of a tour is standard guest work. Based on your needs and your location, here's what to expect:

- Travel expenses may include overnight accommodations, as well as the cost of a flight or gas/tolls. Flight and hotel must be covered prior to the workshop. Gas/tolls are covered at the conclusion.
- A deposit is required to hold the workshop date in most cases. Summer workshop deposits are nonrefundable.

Communicate, inquire, formulate a plan for what you need out of a workshop.

Receive a list of services, prices, expenses from me to gain a clear picture of the entire contract.

Finalize & sign the contract.

Take care of any initial expenses:
Deposit
Flight reservation or reimbursement
Hotel reservation or reimbursement

Workshop Date.

Be sure all details regarding the workshop are finalized, as well as any address needed(for business and/or hotel). In the case of flights, a rental car or driver must be discussed as well.

Remaining balance(workshop fee minus deposit, gas reimbursement, etc..) is due at the conclusion of the workshop.