

WORKSHOP & PERFORMANCE AGREEMENT

SPONSOR NAME _____
 ADDRESS _____
 TELEPHONE _____
 EMAIL _____

ARTIST NAME Michelle Joyce
 ADDRESS 343 Fay Way, Mountain View CA
 94043 USA
 TELEPHONE 1-510-384-2773
 EMAIL michelle@cheekygirlsproductions.com

Artist responsibilities:

- Artist agrees to teach workshops according the specifications in the table below

Hours in length	Date	topic
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

- Artist will also be available to perform, to provide private lessons, and to participate in events related to the workshop.
- Artist will conduct herself in a professional manner and will arrive prepared for the workshops.

Airline Tickets:

There are two options, please check one:

- 1. Sponsor purchases airline ticket:
 - Sponsor will provide round trip airplane tickets from either Oakland or San Francisco Airport to (city)_____ arriving (date)_____ and departing (date)_____. The plane tickets must be purchased 30 days before the travel date.
 - Artist will approve the itinerary prior to the purchase of airline tickets. Artist may opt for a ticket with a more direct route, fewer layovers, or on preferred airlines. If such a ticket costs more, Sponsor may take the difference out of the final workshop payment to Artist.
- 2. Artist purchases airline ticket and Sponsor reimburses her for the total amount of \$_____, which is the amount of the best online ticket price found at the time of negotiations. Once the ticket is issued, Sponsor is committed to paying this amount unless the workshop is cancelled at the request of Artist (see cancellation policies below).

Fees:

- Sponsor will pay the artist a fee of USD\$_____ per hour for teaching for a total of _____ hours. Fee will be paid at the conclusion of the event and before Artist leaves town. If Artist is to do a dance performance, there will be an additional performance fee of USD\$_____. The total fee to be paid at the end of the event is USD\$_____.
- In some instances Artist will be paid according to a percentage split of the workshop profits. If that is the case, terms are to be outlined here:

Sponsor Responsibilities:

- Sponsor will provide accommodation for Artist for the duration of the event. Preference will be given to hotels with easy access to food.
- Sponsor will provide Artist with a ride to and from the airport and to all venues related to the event. *Please note that if Sponsor is required to do set-up/clean-up at the event, a separate person should be responsible for driving Artist. Artist should not be required to wait around more than 30 minutes before or after an event unless she has agreed in advance. Please be considerate of the fact that teaching all day with jet lag is very tiring.*
- Sponsor will provide a table or suitable area where Artist may sell her merchandise. If a volunteer can be found to operate the merchandise table, they will gladly be given 4 DVDs (\$80-\$100 value) as a thank you gift.
- Sponsor agrees that venues will have an adequate sound system, as well as appropriate lighting and studio mirrors. In large workshops, an effort to find a microphone headset will be made.
- Video taping of Artist's performance is permitted provided Artist receives a complimentary copy of the taped event. Sale of such video is not allowed. The video of Artist's performance may not be placed online without consent.

For the health and safety of Artist:

- Sponsor will provide plenty of clean, bottled drinking water to the Artist for the duration of the workshops and performance.
- Artist will not be required to perform or teach on the day of arrival if total travel time is more than 5 hours.
- Sponsor will provide the opportunity for Artist to have 3 fresh, healthy, vegetarian meals each day. This does not mean that Sponsor needs to pay, just that Artist will be given the opportunity in her schedule to get them.
- When Artist must teach more than 5 hours of workshops in one day, Sponsor agrees to have a fresh, healthy vegetarian meal delivered to the venue for Artist to eat during the break.
- Sponsor will not create a schedule that requires Artist to get less than 8 hours of sleep per night. Artist will have the opportunity to leave any late-night festivities early, especially if she must teach/perform the next day. Clear arrangements for transportation will be made in advance.
- Artist will only ride with a designated (sober) driver.

Cancellation

- In the event of a natural disaster, death of an immediate family member, severe injury (with medical documentation), or an otherwise unforeseeable act of God; the contract may be canceled or altered without penalty.
- If one party must cancel the contract for a reason other than those listed above, the other party shall be reimbursed all fees that they have incurred due to the planning of the event. If either party cancels less than 2 weeks in advance, a penalty fee of \$1000 can also be added.

Artist

Sponsor