



FIERY STUDIOS, Inc.

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## CONTRACT FOR MAKE-YOUR-OWN MINICOMICS WORKSHOP

**1. LENGTH OF WORKSHOP:** The workshop will run approximately ninety minutes, with a 10-15 minute break somewhere near the 45-minute mark. I will arrive thirty minutes prior to the start of the workshop to ensure that everything is in order, and I am always happy to stay late and answer questions or review students' portfolios.

**2. SPEAKER'S FEE:** My fee is \$200.00 per workshop, plus standard mileage over fifty miles for travel expenses. Fee is payable the day of the presentation, and **the check should be made payable to Fiery Studios.** If you require a Fiery Studios invoice prior to the release of the check, please contact me and I will provide you with one.

**3. SOCIAL SECURITY:** If your accounting department requires my social security number, it is available upon request; please email me at [fierystudios@hotmail.com](mailto:fierystudios@hotmail.com).

**4. CANCELLATION POLICY:** Once the date of the workshop has been set, should the host party cancel the workshop with at least 24 hours advance warning, a cancellation fee of \$50 is payable to Fiery Studios, but if the host party elects to reschedule the workshop for a later, mutually agreed upon date, this fee will be waived. If I arrive at the host's location and the workshop cannot be held for reasons other than weather or natural disaster, the total fee outlined in Paragraph 2 is payable to Fiery Studios; in the case of weather or natural disaster, the standard \$50 cancellation fee is payable.

**5. AUDIO/VIDEOTAPING:** You have my permission to audio or videotape my workshop and broadcast it on cable-access channels or other formats in your area, provided no fees are charged for its viewing/listening. Please obtain permission slips from the attendants individually, prior to the start of the workshop; I will sign a permission slip if you deem it necessary.

**6. SEATING:** My presentations can be given in a classroom, library, or any general meeting room, but each attendant will require a chair and a stable writing surface. Please have seating prepared at least thirty minutes prior to the start of the workshop. In addition to the seating arrangement, I will need a **flipchart and markers** (preferably a newsprint flipchart, but a dry-erase board will work in a pinch), a **table at the front of the room** on which to display books and other items, and a **computer, LCD projector and screen** capable of showing a Powerpoint presentation. If a computer is not available, please inform me and I will make other arrangements.

**7. MATERIALS:** A few weeks prior to the workshop, I will mail the workshop coordinator a packet of handout originals to be used during the workshop. Please photocopy one set for each attendant in advance of the workshop. In addition to these photocopies, each attendant will need the following materials:

- 5-10 sheets of plain drawing paper** (copier or computer paper is fine)
- A sharpened pencil with an eraser** (separate or on the end of the pencil)
- A non-ballpoint black ink pen** (fine-tip Sharpies or fine felt-tip pens work well)
- One stapler for every 2-4 attendants**
- One pair of scissors for every 2-4 attendants**

**8. AGE OF ATTENDANTS:** I can give my presentations to any age group from kindergarteners to adults, but in order to provide the most enjoyable and educational experience for the attendants, I ask that they be roughly the same age as one another. If it is a school or public library presentation, please specify one of the following age groups: Elementary Schoolers (K-3rd grade), Tweens (4 th-6th grade), Teens (7 th-12 th grades). If the workshop is for adults, any age over sixteen is acceptable. **Please inform me of the age range you have selected no less than one week prior to the workshop.** This allows me to prepare age-appropriate materials for your attendants. **Please be firm with parents who ask you to include a child who is obviously not within the stated age range;** it's terribly difficult to lead a workshop for a room full of teens while trying to keep the attention of one precocious six-year-old, and vice versa.

**9. NUMBER OF ATTENDANTS:** I can lead a workshop for up to thirty attendants, provided that they all have adequate seating arrangements and supplies, and are positioned so that they can clearly see the flipchart and hear what I have to say. Larger workshops are possible, but will require an increased fee, which can be negotiated based on workshop size. With very large groups, it may be a better idea to hold two separate sessions back-to-back, ensuring that each attendant gets the individual attention he or she deserves. Please have attendants assembled within ten minutes of the stated start time; late arrivals can be quite distracting to the other participants, and will miss vital information necessary for the remainder of the workshop.

**10. STAFF MEMBERS:** When I arrive at the host's location, I prefer to meet with the staff member who coordinated the workshop, in order to smoothly prepare the materials and room for the presentation. If the coordinating staff member cannot be present, please arrange for another staff member to have the check, room and seating arrangements, and any specified materials (see Paragraph 7, above). I also prefer to have at least one staff member attend the workshop.

**11. DATE AND TIME:** Please fill out the information on the following page, sign the contract and return one copy to me no less than two weeks before the workshop. Your signature on this contract indicates that you have read the contract and agree to its terms.

**Date of Workshop:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

\_\_\_\_\_

**Expected Number of Attendants:** \_\_\_\_\_

**Age Range of Attendants:** \_\_\_\_\_

**Signature of Host Party's Representative:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Jane Irwin

**ORGANIZATION:** Fiery Studios **Date:** \_\_\_\_\_