

Guidesheet 16—Sample Artist Contract

This agreement, by and between the Stone Ridge PTA and Jane Picasso is hereby entered into and shall become effective as of the date of the last signature.

IT IS MUTUALLY AGREED:

1. **Overall Description of the Activity:** Jane Picasso shall conduct 3 staff workshops and 10 days of classroom activities for the Stone Ridge Elementary School, during April and May, 1994.
2. **Planning Meetings with Teachers:** As part of this activity, Jane Picasso shall meet with 5 elementary teachers and plan the activities to occur in their individual classrooms.
3. **Staff Workshops:** Jane Picasso shall also hold 2 one-hour staff workshops.
4. **Classroom activities:** Jane Picasso shall conduct 10 days of classroom activities at 4 classes a day in the 3rd and 4th grades.
5. **Schedule:** The specific schedule for Jane Picasso's work with Stone Ridge Elementary School shall be developed mutually by Jane Picasso and the school contact teacher, Paul Johnson. Once the schedule is developed and adopted, changes may be made by the mutual agreement of Jane Picasso and Paul Johnson.
6. **Artist Fees:** For this activity, the Stone Ridge PTA shall pay Jane Picasso \$80 each for the Staff Workshops and \$155/day for the 10 days of classroom activity (including the Planning Meetings with Teachers).
7. **Artist Expenses/Project Expenses:** The Stone Ridge PTA shall reimburse Jane Picasso \$.28/mile for daily travel to the project locations. Jane Picasso shall also be reimbursed for any supply expenses for the project. Supply expenses must be approved by the Stone Ridge PTA in advance of purchase and requests for reimbursement must be accompanied by receipts.
8. **Evaluation:** Upon completion of the project, Jane Picasso shall complete an evaluation of the project. Format shall be mutually agreed upon.
9. **Payment:** Payment for these services shall be made to Jane Picasso by the Stone Ridge PTA within one week of the receipt of completed evaluation form.
10. **Copyright** of the imagery depicted in the mural shall be held solely by the Stone Ridge Elementary school, and may be reproduced by the Stone Ridge Elementary School without additional compensation to Jane Picasso.
11. **Personal Taxes:** Jane Picasso shall be considered an independent contractor with the Stone Ridge PTA, and as such, is solely responsible for all personal and employment taxes and insurance.
12. **Postponement and Cancellation:**
In the event that any portion of this activity is postponed or cancelled by Stone Ridge Elementary School: The activity/portion shall be rescheduled for a date mutually agreed to by Stone Ridge Elementary School and Jane Picasso. If no such date is agreed upon, Jane Picasso shall be paid 50% of the appropriate payment indicated in item 6 above. In the event that Stone Ridge Elementary School cancels or postpones any portion of the activity after it has begun, and the activity cannot be rescheduled, Jane Picasso shall be paid for the number of dates worked, plus 50 percent of the fee for the remaining dates.

In the event that any portion of this activity is postponed or cancelled by Jane Picasso: The activity/portion shall be rescheduled for a date mutually agreed to by Jane Picasso and Stone Ridge Elementary School. If no such date is agreed upon, Jane Picasso shall waive the appropriate payment indicated in item 6 above. In the event that Jane Picasso cancels or postpones any portion of the event after it has begun, and the activity cannot be rescheduled, Jane Picasso shall be paid for the number of dates worked.

President, Stone Ridge PTA	Date
Artist Soc. Sec. #	Date
Address	City/State/Zip