

workshop agreement

PAYMENT AND FEES

Workshop fees are negotiated individually for each workshop/facilitator. These are based off the cost of materials/equipment, as well as the facilitator's unique skills, product, offerings and requirements. This ensures artisan's costs for hosting the workshop are covered. Artisan employs a part-time Workshop Program Officer who is specifically tasked to liaise with facilitators, supporting the development of and delivery of workshops. This includes event administration, promotion & social media, customer support and service, photo and video content, on-the-ground workshop assistance (set up, pack down and during workshop if needed), observance of WH&S, ticketing system fees, equipment upkeep, rent & utilities, refreshments etc.

artisan will require you to provide an invoice for your services on the completion of the workshop, which can be submitted via email. Please indicate if you are registered for GST and provide an ABN. artisan endeavours to process invoices within 14 days of submission.

Please discuss this with the Workshop Coordinator.

Your fee to facilitate the workshop:

Flat rate or cost per head.

Breakdown of material cost per head:

ADDITIONAL INFORMATION

- artisan advocates for fair pay for creative practitioners and promotes industry best practice- recommended NAVA facilitation wages are used as a guide. We negotiate ticket prices based on material costs, as well as the facilitator's unique skills, product, offerings and requirements. artisan's percentage of total ticket sales ensures the cost of hosting the workshop is covered.
- artisan will manage all online event listings and ticket sales. We manage all ticket refunds and transfers.
- artisan reserves the right to cancel workshops for unforeseen circumstances or if minimum participation numbers are not met (minimum attendees is generally 6pax)
- artisan will promote and share the event on social media and encourages you to share this event in your networks.
- artisan encourages practitioners to share their skills and pursue other commercial opportunities. In booking this workshop we respectfully request that you do not schedule the same (or a very similar) workshop at another Brisbane venue at an under-cut price / for free, at a similar time. We support your growth but need to maintain consistency of pricing and messaging about the value of your product, time and work.
- artisan encourages practitioners to extend their skills and products and income streams. We can assist you in developing your workshop offering- this is particularly relevant to first time facilitators. For experienced facilitators we are also excited to pilot new offerings in the artisan program.

Workshop Program Officer | workshop@artisan.org.au

Please note the Workshop Program Officer is employed casually and will respond as soon as possible.

WORKSHOP AGREEMENT

To indicate your agreement with the above arrangements, please sign below and return to artisan.

Signature

Date