



Confirming our prior correspondence, this contract confirms that **Jessica Wisdom** is available and willing to teach

**Dates Requested:** \_\_\_\_\_

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

**Address::** \_\_\_\_\_

**Contact person::** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Other** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Compensation:**

The agreed-upon fee is \$\_\_\_\_\_ for \_\_\_\_\_ hours of teaching time per day. If you choose to schedule overtime rides, you will be charged \$\_\_\_\_\_ per hour or \_\_\_\_\_ per ride up to a maximum of \_\_\_\_\_ hours of overtime.

**Travel and Miscellaneous Expense:**

The following expenses will be paid by the event:

1. Economy Advanced Purchase Airfare from **Portland, OR** to (airport) \_\_\_\_\_ and return;
  - or if driving, \$\_\_\_\_\_ (IRS business rate) per mile. (2015 = .575 per mile)
2. Reimbursement for travel expenses to and from home airport, shuttle or mileage and airport parking.
3. Hotel/motel lodging for \_\_\_\_\_ nights (non-smoking).
4. All meals while traveling and at the event, or a meal per diem of \$ \_\_\_\_\_ per day.
5. Transportation from the airport to the hotel/motel and to the event grounds and return will be supplied by the event, or reimbursed to Jessica Wisdom.
6. Compensation and expenses reimbursement will be paid to the Jessica Wisdom at the conclusion of the event.

**Cancellation:**

Should this event be cancelled for any reason after this contract has been signed by both parties, the event agrees to pay Jessica Wisdom as follows:

1. If event cancels this contract two months or more prior to the events, Jessica Wisdom shall receive no compensation other than expenses incurred, including but not limited to change fee for airline ticket if purchased by Jessica Wisdom.
2. If the event cancels this contract less than two months prior to the event, Jessica Wisdom shall receive \_\_\_\_\_ plus expenses incurred including but not limited to change fee for airline ticket, if purchased by Jessica Wisdom.
3. If Jessica Wisdom must cancel at any time, Jessica Wisdom shall forfeit all compensation for the event, and shall reimburse the event for any non-recoupable expense incurred.

**I agree to the terms of this contract:** (sign both copies, and return one copy to Jessica Wisdom.)

\_\_\_\_\_  
Event Organizer

\_\_\_\_\_  
Jessica Wisdom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Jessica's preferences:**

In morning: \_\_\_\_\_

In afternoon: \_\_\_\_\_

Particular diet requirements: **No Gluten or red meat**  
Allergies? **YES!! All Nuts; Wheat products.**

**Jessica's Emergency contact during event:**  
LISA KOLKE (360) 687-2256  
JERRY KOLKE (360) 690-5850