



Artist: *Kathleen J. Roling*

kathleenrolingart@gmail.com

(563) 543 9389

## Info Packet for LIVE Event Painting

From Artist:

*Kathleen J. Roling*

To book Artist – Kathleen Roling, first review this artist's services and fees and then complete the required booking information below. Please, email or mail this completed form along with your deposit, to schedule your event or confirm your order for a commission. If you have questions or concerns regarding this form, please call OR TEXT 1(563) 543-9389 anytime. Kathleen will respond during office hours.

You can email Kathleen at:  
kathleenrolingart@gmail.com

[www.kathleenrolingart.com](http://www.kathleenrolingart.com)





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### Unique Art Style:

Kathleen is a recognized professional artist with a unique style. When you commission art from Kathleen you will be commissioning a work that uses her individual skills, abilities, and techniques. Kathleen creates artwork that showcases beauty and elicits positive emotions. She may turn down a commission if your request is outside her style or subject matter. For example she has previously turned down a commission for a grim reaper. Kathleen does not specialize in “dark” imagery but prefers to use her talent for bringing joy and beauty to the world and to her clients. She will create in her own style and creative voice.

### THE PROCESS:

The first step in the process of booking Kathleen for a LIVE painting performance is to set up your **free** consultation appointment. This can be face-to-face or through a phone call or zoom. If you prefer, we can simply communicate through email or texts. In your consultation we will discuss the details of your event and what you want to see in the artwork.

Once you determine that you’d like to commission Kathleen for a LIVE Painting Performance, you will receive a contract to sign. Once Kathleen has a 50% non-refundable deposit and signed contract, you will be officially booked.

*(The next part applies only if the design of the artwork is predetermined. It would not apply to a wedding for example, where Kathleen would simply paint the scene during the event.)*

After the contract is signed and deposit paid, Kathleen will begin work on a sketch for you to review. You may make minor suggestions for changes to the sketch. You will have the chance to review the sketch 2 times for the agreed amount. Any changes after the 2 allotted reviews will result in an additional charge of \$50/change to adjust the sketch.



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## Pricing:

The price for booking Kathleen for your event will be the total sum of the Painting Size chosen + the LIVE Performance fee of \$500/day + travel expenses.

**To get an idea of your cost for booking Kathleen, you will add all pricing factors -**

Painting Size = (see pricing document from Kathleen)

LIVE Performance = \$500/day of performing

Travel Expenses= (Kathleen will quote you for your event's travel expenses)

Travel costs may include things like mileage, hotel stays, per diem, travel tickets, cost of checking luggage, transportation, parking cost, or any other costs involved in travel. Travel cost will be for herself and her assistant if she determines she needs one for your event.

There are many factors that determine the cost, so Kathleen will quote you to your specific project and may vary from the information here if your event or artwork design has more complexities.

## Sketches:

Before the painting or drawing process begins I will create a rough sketch based on the details we discussed in your free consultation meeting. I will send you a photograph of the sketch through email. At this time you can let me know if you need any changes made to the design and I will revise the sketch.

**SKETCH**



**FINAL**





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## SKETCH



# FINAL



### Deposit & Cancellation Policy: (The Fine Print)

Unless otherwise specified, a deposit of **50%** of the agreed fee is required upon confirmation of order or booking. The remaining 50% of the agreed fee will be required when the artwork is complete on the day of the event. If the program is canceled in the appropriate time frame specified below, the initial deposit will be considered full and complete payment.

In event of cancellation **before** Kathleen travels, the initial deposit will be considered full and complete payment and is **non-refundable**. **It is important to note** that Kathleen **MUST** be informed of the event cancellation within 24 hours of her **travel start time**. You must get an acknowledgement that Kathleen received the information about cancellation on time. For





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example, if you send an email and she doesn't respond, call and text her to make sure she gets the cancellation information. If Kathleen has already traveled/begun traveling, then the **full agreed upon payment** will **still be required** even though she cannot deliver a live performance or artwork. Kathleen Roling reserves the right to cancel any performance in part or in whole due to failure of payment. She will require the final payment the day of the event.

### **Rain/Weather Policy:**

Kathleen leaves the choice up to her client if they wish to risk having her perform at an event that there may be a chance of rain/bad weather. If you decide not to risk bringing Kathleen, see the above cancellation information. If you decide to have Kathleen perform at your event, see below.

If your event is outdoors, in the event of rain/bad weather, Kathleen will make every effort to contact you and discuss your options. She will do everything in her power to deliver your final product on the date and time frame you have chosen. If she has begun the work before the rain comes, she will cover and try to preserve the work during the rain and finish when it clears. This may not be possible. If artwork is washed away or work fully halted due to weather of any kind after Kathleen has begun or completed work, full payment will still be required. If you would like to still receive a painting from her even though she could not deliver one as the LIVE painting event, you will have to discuss the details with Kathleen. Depending on the state of the painting/canvas/supplies, it is possible you will have to start the process of a commission and pricing all over again.

If Kathleen cannot begin work on the date of contract due to rain or weather interruption, you can reschedule to have Kathleen perform for an event within 180 days of the original date without paying a new deposit (If her schedule is available the date/time you reschedule for). Kathleen's art supplies and travel expenses for that day must be compensated.

\* Travel expenses added per day.



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### **Heat Clause:**

Kathleen leaves the choice up to her client if they wish to risk having her perform at an event that there may be a chance of extreme heat levels. If you decide not to risk bringing Kathleen, see the above cancellation information. If you decide to have Kathleen perform at your event, see below.

For the safety of the artist and the assistant, if the heat index goes over 90 degrees, the artist has the option to leave the event with unfinished artwork. She will do everything in her power to deliver your final product on the date and time frame detailed in the contract. But if she has begun work and feels continuing through the heat could cause harm to herself or her assistant, she will leave the event. If Kathleen already has begun artwork or traveled to the event, full payment will still be required. If Kathleen cannot begin work on the date of contract due to heat interruption, you can reschedule to have Kathleen perform for an event within 180 days of the original date without paying a new deposit (If her schedule is available the date/time you reschedule for). But Kathleen's art supplies and travel expenses for that day must be compensated. This includes, and is not limited to, non-refundable expenses put down for hotel/housing/rentals/travel tickets.

\* Travel expenses added per day.

### **Insurance:**

Client agrees any incidents related to Kathleen's work or activities related to the event such as, but not limited to, accidents or damage will be covered under the client's event insurance. Kathleen will not be held liable for any damages or accidents due to her work activities.

### **Other Terms**

Client agrees that Kathleen Roling may use the name and logo of the client/organization(s) as a user of her services to share about the work she does for them on social media, blogs, on her website, portfolio, or any other form of talking about and sharing her work.

Kathleen Joy Roling will retain the copyrights to the artwork, design, and sketches.



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Thank You so much for considering me for performing LIVE at your event. I am privileged to do what I love and bring more beauty to this world. I am grateful for your business and your appreciation of the arts. I promise to give you my best every day. I strive to make every piece better than the last and I am here to serve you.

Sincerely,

A handwritten signature in black ink, reading "Kathleen J. Roling".

*Kathleen J. Roling*

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