



Artist: *Kathleen J. Roling*

kathleenrolingart@gmail.com

(563) 543 9389

## Info Packet for SketchNote - Conference

From Artist:

*Kathleen J. Roling*

To Commission work from or book an Art Performance Engagement with 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. There will be no revisions and no input of what the final sketchnotes will turn out to look like. She flows along with the voice of the speaker so Kathleen will produce what comes out naturally during this time. She will create in her own style and creative voice.

### **THE PROCESS:**

The first step in the process of booking Kathleen for a sketchnote commission or performance for your event is to set up your free consultation appointment. This can be face-to-face or through a phone call or skype. 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’re looking for in the creation of the sketchnotes.

There are no obligations to book Kathleen. You can ask your questions during the consultation to decide if you’d like to book Kathleen or not. Once you determine that you’d like to book Kathleen, you will receive a contract to sign. Once Kathleen has a 30% non-refundable deposit and signed contract, you will be officially booked for your event.

### Prices and Fees:

Kathleen’s regular cost is **\$60/hour**. This includes any time spent at an event or in a virtual meeting of any kind. The time in preparation and finishing and clean up is also adding to the total cost at \$60/hour. (See *Travel Expenses & Accommodations Terms* if travel is necessary outside of Des Moines Metropolis of Iowa.)



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**Please Note:** Commissions have many varying factors. The artist's fee may vary if your particular project requires a change in fee. Any varying fees will be discussed in your free consultation and in the quoted price.

### **LIVE Drawing Display:**

If you would like Kathleen's process on display LIVE during your event, there are a few options for displaying the process. If your event is purely virtual, Kathleen can set up a camera on her desk to make her camera view drawing Live. If your event is in person, You may set up a camera and a location for Kathleen to draw and display your camera on your projector/TV screen as the media team sees fit. If you have a smart TV, Kathleen can screen share her ipad to the TV to display the process in the making on display for others to follow along. We can discuss your options during your consultation.

### **Reproduction Rights:**

Kathleen retains all copyright rights and rights to reproduce the Work in all forms with this pricing. If you are interested in owning the Rights to the sketchnotes she creates, ask about this when contacting Kathleen and she will quote you for your project.

### **Travel Expenses & Accommodations Terms:**

Transportation, round trip business class airfare and three star rated or higher accommodations are required for Kathleen Roling. A per diem of \$80 per day will be required for travel time over 2 hours to and from the event Total. These will be included in your quote. \*unless otherwise discussed

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

Unless otherwise specified, a deposit of **30%** of the agreed fee is required upon confirmation of order or booking. The remaining 70% of the agreed fee will be required when the artwork is complete and before delivery. In event of commission cancellation, the initial deposit will be considered full and complete payment and is **non-refundable**. Kathleen Roling will retain ownership of the artwork.

Kathleen Roling reserves the right to cancel any performance in part or in whole due to failure of payment upon arrival for set-up at an event. Any agreement to perform without agreed pay will



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result in penalties of no less than \$80.00 per day after the due date added to the agreed balance on this contract and must be included when the balance arrives or fees will accumulate.

In the event of full fee program cancellation, Kathleen Roling will re-book the program on a mutually convenient date with no penalty if the program is rescheduled within 180 days of the original date, and Kathleen is given a minimum of 2 days notification **before** she begins any kind of travel. Cancellation must be confirmed by Kathleen to have received the notice either through email or phone call. A voice message will not suffice. An email will suffice if Kathleen acknowledges the notice.


If the program is canceled and not rescheduled, the initial deposit will be considered full and complete payment. If the artist attends the event or begins traveling to the event city and does not perform due to event schedule conflicts or permissions, then full payment will still be required. And all travel tickets and event entry tickets must still be paid for.

Thank You so much for considering me for a commissioned artwork. 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 that reads "Kathleen J. Roling".

*Kathleen J. Roling*

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Des Moines, IA 50310