

# Woodland Indian Art, Inc.

P.O. Box 116  
Oneida, WI 54155



## Woodland Indian Art and Instructor Artists Letter of Agreement

Woodland Indian Art, Inc. (WIA) is seeking Woodland Indian Art Guild member artists (Instructor Artists) to provide in-depth workshops that focus on developing skills of traditional and modern indigenous art forms for the local and surrounding communities. WIA and Guild Member artists are working together to encourage youth to engage with their culture and artistic practices to build skills alongside our Instructor Artists.

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Last Name First Name M.I.

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Nation/Tribe Enrollment Number

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Street Address

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City State Zip

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Phone E-mail

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Art medium(s) to be utilized for Instructional Class (workshop):

### Representations and Guarantees:

1. The person(s) signing this agreement on behalf of each party certifies that they have full competency, power and authority to bind such entity to this agreement.
2. Instructor Artist must be a current member of the WIA Guild.
3. Instructor Artists are required to provide the following to the WIA Board Administrator:
  - a. Copy of tribal enrollment card
  - b. Lesson plan and/or full description of artwork project, including estimated timeframe start to finish (hours/days) and materials/supplies estimated costs. (See Item 7).

- c. Brief bio of artist, 3-5 sentences
  - d. Pictures of the art
  - e. Signed W-9 tax form, see separate attachment
  - f. Profile picture of artist
4. **Timeframe:** Instructor Artist is to work with WIA Board Administrator to establish timeframe and scheduling of workshop.
  5. **Location:** Board Administrator will arrange for space allocation for workshop based upon availability of space at the Radisson Hotel, Wingate Hotel and the Oneida Nation Arts Program building. Instructor Artist will abide by the current rules and regulations of the location during their workshop and visit.
  6. Instructor Artists are encouraged to conduct "Social Circle" time for guests to build community connections and encourage networking and socializing during class time and/or during breaks. This can lead to positive engagement and reviews from the attendees during their experience with the Instructor Artist and the Woodland Indian Art, Inc. representatives.
  7. Instructor Artists are responsible for purchasing, gathering, and providing all necessary materials and supplies for the total participants attending the workshop (number based upon registration, space and current Public Health Guidelines). (See Item 10).
  8. **Payment:** Woodland Indian Art, Inc. is responsible for collection of registration and class fees. Payment will be made through PayPal within the registration form.  
Instructor Artists who sign and agree to the entirety of this letter of agreement will purchase and provide receipts for all materials and supplies needed for the class. Materials and supplies costs shall not exceed \$500.00 unless authorized by the WIA representative. Furthermore, these expenses may be paid to the Instructor Artist in advance upon receiving cost estimates provided by the Instructor Artist.  
Instructor Artists shall receive \$25.00 per student for a one-day (up to 8 hours) class. For two-day classes (beyond 8 hours), the Instructor Artist shall receive \$50.00 per student. Payment will be made at the conclusion of the class.
  9. WIA has the right to promote all received images, video and photography taken during the retreat on their website: [www.woodlandindianart.com](http://www.woodlandindianart.com) and on Facebook, as well as through Radisson information sites for marketing purposes. WIA, Inc. will be responsible for marketing events related to this Letter of Agreement. Instructor Artists are encouraged to share and promote the class on their social media once marketing is finalized.
  10. Per current CDC Guidelines we are limiting class size to ten (10) or less participants. All necessary PPE gear of masks, gloves and cleaning supplies will be available for proper sanitizing of workspace. Instructor Artists are to

monitor use of products to ensure safety and avoid waste or over consumption of products.

11. WIA has the right to survey participants and observe the classroom and instruction of the Instructor Artist during the weekend retreat.
12. Mid-day lunch break will be scheduled during the workshop times. WIA will be responsible for the provision of lunch which will be paid for as a part of the registration fee.
13. Alternate initiative if these classes cannot be held in person, we will record Instructor Artists and look to offer our virtual and on-line classes through our website [www.woodlandindianart.com](http://www.woodlandindianart.com) or share on YouTube. Those that register and submit payment will receive a package of materials/supplies to fulfill the art project as they watch and learn from the Instructor Artist(s). The Instructor Artist is responsible for dedicating enough time for recording and working with WIA, Inc. board and staff to ensure the video is completed in a timely manner. WIA, Inc. will own the video content and have the right to share, post, and utilization for fundraising efforts.
14. WIA, Inc. agrees to take reasonable precautions to protect the art and supplies set up overnight as necessary.

I verify that I have read and agree to this agreement and its terms. I certify that I am the owner of the art pieces submitted and described in the attachments to this letter of agreement.

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Instructor Artist Signature  
Printed Name of Artist:

Date

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WIA, Inc. Executive Signature  
Printed Name of Executive:

Date

## WIA, Inc. Lesson Plans for Teaching Classes

Instructors Name:	
Tribal Affiliation:	
Email:	Phone #:
Class Title:	
How many students?	What is the fee per student?
Learning Objectives - What will the students learn? What will they be making?	Materials
<p><b>Introduction:</b> Please give us a brief introduction of the applicant/teacher. This will be used in advertising for the class.</p>	
<p><b>Instructional Steps for this Class</b></p>	
<b>Budget</b>	

Please forward pictures of the final project and a photo of the instructor to [info@woodlandindianart.com](mailto:info@woodlandindianart.com).