

# Katy Hahn

Actor. Educator. Collaborator.

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## COACHING SERVICES

### Disclaimer

This document was designed to be used as a guide to create a mutually agreeable plan of action and calculate the anticipated total cost of coaching services. Quotes shall be provided and be accepted in writing before services are rendered. Services may be performed remotely (via phone, Google Hangout, Google Meet, Zoom, etc.) or in person, as arranged. Sessions may be recorded with express permission. Until further notice, physical distancing safety precautions shall apply to all in-person coaching. Expense reimbursement may apply (see 2020 Expenses Guide on pg. 3). Payment is due at time of service unless otherwise arranged in advance, in which case a memorandum of understanding and/or contract may be required. Late fees, reschedule fees, and cancellation fees may apply. Special rates available upon request. Cash, check, or payment via Venmo, Paypal or CashApp may be accepted. Katy Hahn is an independent contractor and reports freelance income to the IRS via 1099-Misc.

### 2020 Regular Rates

<b>Initial Consultation</b> I meet with you (or communicate via phone, email, or video conferencing software) to determine the needs of the project, provide quotes, and talk schedule.	No charge
<b>Resources</b> I provide access to original content I have created as well as resource materials I have compiled, including documents, articles, websites, audio and video recordings.	\$100+ (dependent on materials) + \$20/hour of additional research and preparation + expenses (if applicable)
<b>Design/Production Meetings</b> I attend a design meeting or production meeting either in person or remotely with the purpose of discussing how my work fits into the overall project or production.	\$10/hour + expenses (if applicable)
<b>Rehearsal Attendance</b> I attend a rehearsal with the purpose of leading a warmup (if desired), observing, and giving notes in person and/or electronically afterward (via email or Google docs).	\$20/hour + expenses (if applicable)

<p><b>Private sessions</b> I lead a one-on-one work session, either remotely or in person.</p>	<p>\$40/hour + expenses (if applicable)</p>
<p><b>Group sessions</b> I lead a group work session, either remotely or in person.</p>	<p>\$20/hour + \$10/person/hour (\$100/hour max)</p> <ul style="list-style-type: none"> <li>• 2 people = \$40/hour</li> <li>• 3 people = \$50/hour</li> <li>• 4 people = \$60/hour</li> <li>• 5 people = \$70/hour</li> <li>• 6 people = \$80/hour</li> <li>• 7 people = \$90/hour</li> <li>• 8+ people = \$100/hour</li> </ul> <p>+ expenses (if applicable)</p>
<p><b>Late fee</b> I charge a late fee if payment is not received within 1 week of services rendered or our previously agreed upon date of payment.</p>	<p>\$10</p>
<p><b>Reschedule fee</b> I charge a reschedule fee in cases where I am notified that a scheduled meeting, rehearsal, or session needs to be rescheduled less than 3 hours in advance. In cases where I am traveling to the scheduled meeting, rehearsal, or session and need to leave more than 3 hours in advance to arrive on time, the window of notification will be adjusted to reflect this. In cases where I am the one who needs to reschedule a meeting, rehearsal, or session less than 3 hours in advance, the reschedule fee will be deducted from the total cost of services.</p>	<p>\$10</p>
<p><b>Cancellation fee</b> I charge a cancellation fee in cases where I am notified that a scheduled meeting, rehearsal, or session is cancelled less than 3 hours in advance, or not at all. In cases where I am traveling to a scheduled meeting, rehearsal, or session and need to leave more than 3 hours in advance to arrive on time, the window of notification will be adjusted to reflect this. In cases where I am the one who needs to cancel a meeting, rehearsal, or session less than 3 hours in advance, the reschedule fee will be deducted from the total cost of services.</p>	<p>\$20</p>

## 2020 Expenses Guide

This expenses guide was compiled to increase transparency around the cost of doing business as a freelance teaching artist and is meant to be a guide when calculating total cost of services. What follows is a partial list of common expenses that may be incurred along with standard reimbursement guidelines. All expense reimbursement is negotiable. Expense estimates shall be communicated upfront before they are incurred, and a detailed breakdown of expenses shall accompany an invoice after they expenses are incurred.

Expense	Reimbursement Guidelines
Mileage	<p><b>Standard rate: \$.58/mile</b></p> <p>Examples within Iowa: (from Katy's home in Atkins, IA...)</p> <ul style="list-style-type: none"> <li>• to Cedar Rapids = \$10.44 each way</li> <li>• to Marion = \$11.02 each way</li> <li>• to Coralville = \$19.72 each way</li> <li>• to Iowa City = \$21.46 each way</li> <li>• to Waterloo = \$26.68 each way</li> <li>• to Cedar Falls = \$33.64 each way</li> <li>• to Ames = \$56.26 each way</li> <li>• to Webster City = \$73.66 each way</li> <li>• to Mason City = \$75.40 each way</li> </ul> <p>OR reimburse/cover travel costs directly related to the work</p>
Parking	<p><b>Standard rate: \$1/hour</b></p> <p>OR reimburse/cover parking costs directly related to the work</p>
Printing	<p><b>Standard rate: \$0.12/page</b></p> <ul style="list-style-type: none"> <li>• 10 pages = \$1.20</li> <li>• 50 pages = \$6.00</li> <li>• 80 pages = \$9.60</li> </ul> <p>OR reimburse/cover printing costs directly related to the work</p>
Lodging	<p><b>Standard rate: \$94/night</b></p> <p>OR reimburse/cover lodging costs directly related to the work</p>
Meals	<p><b>Standard rate: \$18/meal</b></p> <p>OR reimburse/cover meal costs directly related to the work</p>
Misc. expenses	Case by case basis