



# KATY HAHN

## Theatre Artist & Educator

katy.a.hahn@gmail.com | [www.katyhahn.com](http://www.katyhahn.com) | (641) 512-0125

Based in Cedar Falls, IA

### TEACHING, COACHING, & CONSULTING SERVICES

Katy Hahn provides teaching, coaching, and consulting services for all ages and levels of experience in the following areas:

- acting
- monologue and scene study
- movement for the actor
- vocal production for the actor
- speech, accent, and dialect work for the actor
- heightened language
- text analysis
- audition and interview techniques
- document review for actors (headshots, résumés, etc.)
- singing and musical theatre
- theatre for social change
- theatrical intimacy
- teaching artistry
- public speaking
- mindfulness
- storytelling
- improv

To inquire about hiring Katy for creative work, such as writing, arranging, performing, designing, directing, or choreographing, please email **katy.a.hahn@gmail.com**.

Katy has been trained in universal design for learning, as well as consent-based and trauma-informed practices. Her education in these areas is active and ongoing. Details available upon request.

# **CURRENT GUIDELINES**

## **INITIAL CONSULTATIONS**

Initial consultations are always free. Katy may communicate via phone, email, messaging platforms (such as Facebook Messenger), video conferencing software (such as FaceTime, Zoom, or Google Meet), and/or in person with the client as mutually agreed upon to determine the needs of the project, provide quotes, and talk schedule.

## **DOCUMENTATION**

Quotes shall be provided and accepted in writing before services are rendered. Invoices and other documentation may be made available upon request.

## **MODALITY OF SERVICES**

Coaching and consulting services may be performed remotely (via phone, FaceTime, Zoom, Google Meet, etc.) or in person, as arranged. If a session is interrupted or otherwise significantly compromised by technology failure, one or both parties may request to reschedule, which may result in a delayed payment schedule.

## **HEALTH & SAFETY PRECAUTIONS**

Katy has been fully vaccinated and boosted with the Pfizer BioNTech COVID-19 vaccine and will gladly wear PPE (personal protective equipment), use hand sanitizer, and/or take other health and safety precautions as requested.

## **RECORDING POLICY**

Sessions may be recorded only with express permission from all parties. Likewise, recordings may be distributed/shared with others only with express permission from all parties. (Larger files may need to be shared via Google Drive.)

## **PAYING FOR SERVICES**

Payment is due within 1 week of service unless otherwise arranged, in which case a memorandum of understanding and/or contract may be required. Expense reimbursement, late fees, and reschedule or cancellation fees may apply.

Cash, check, or online payment may be accepted.

- Venmo: @KatyHahn
- PayPal: @katyhahn
- CashApp: \$KatyHahnTheatre

## **STUDENT RATES**

Pending availability, private lessons and other select individual coaching services are FREE to current and incoming students at the University of Northern Iowa, where Katy works as full-time faculty in the Department of Theatre.

## **TAXES**

Katy Hahn is an independent contractor and reports freelance income to the IRS via 1099-Misc. This means Katy pays self-employment tax (for Social Security and Medicare) as well as income taxes, but she must pay this on her own. The client is not responsible for withholding anything from payments made to Katy Hahn for coaching services.

## CURRENT RATES

<p><b>RESOURCES</b></p> <p>Katy provides access to custom content and curated research, which may include documents, articles, websites, and audio and video recordings.</p>	<p>\$100+ (dependent on materials and scope)</p>
<p><b>DESIGN/PRODUCTION MEETINGS</b></p> <p>Katy attends a scheduled design meeting or production meeting either in person or remotely (typically with the purpose of discussing how the coaching or consulting work fits into the overall project or production).</p>	<p>\$20/hour</p>
<p><b>REHEARSAL ATTENDANCE</b></p> <p>Katy attends a scheduled 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).</p>	<p>\$30/hour</p>
<p><b>PRIVATE SESSIONS</b></p> <p>Katy leads a one-on-one work session, either remotely or in person.</p>	<p>\$60/hour (Student rates available upon request)</p>
<p><b>GROUP SESSIONS</b></p> <p>Katy leads a group work session, either remotely or in person.</p>	<p>\$40/hour + \$10/person/hour (\$100/hour max)</p> <ul style="list-style-type: none"> <li>• 2 people = \$60/hour</li> <li>• 3 people = \$70/hour</li> <li>• 4 people = \$80/hour</li> <li>• 5 people = \$90/hour</li> <li>• 6+ people = \$100/hour</li> </ul>
<p><b>ASYNCHRONOUS FEEDBACK</b></p> <p>Katy views/listens to recorded material (such as a self-tape or rehearsal) and sends feedback by email, Google docs, or other preferred method of communication within 24 hours of receiving the recording. Feedback may be available as text, voice, or video as applicable.</p> <p>An asynchronous feedback fee may also apply to other time-consuming/time-sensitive requests for consultation, such as help sourcing or selecting audition songs and monologues, or feedback on headshots, résumés, cover letters, etc.</p>	<p>\$30/hour (\$15 minimum)</p>

<p><b>LATE FEE</b></p> <p>Katy may charge a fee if payment is not received within 1 week of services rendered or the previously agreed upon date of payment.</p>	<p>\$10</p>										
<p><b>RESCHEDULE/CANCELLATION FEE</b></p> <p>Katy may charge a fee when notified that a scheduled meeting, rehearsal, or session needs to be cancelled or rescheduled less than 1 hour in advance, or not at all. In cases where Katy is traveling to the scheduled meeting, rehearsal, or session and needs to leave more than 1 hour in advance to arrive on time, the window of notification will be adjusted to reflect this. If Katy is the one who needs to cancel or reschedule a meeting, rehearsal, or session less than 1 hour in advance, the fee will be deducted from the total cost of services.</p>	<p>\$10</p>										
<p><b>COMMON EXPENSES</b></p>	<table> <tr> <td>Mileage</td> <td>\$0.70/mile</td> </tr> <tr> <td>Parking</td> <td>\$1.25/hour</td> </tr> <tr> <td>Printing</td> <td>\$0.50/page</td> </tr> <tr> <td>Lodging</td> <td>\$121.00/night</td> </tr> <tr> <td>Meals</td> <td>\$16.00/breakfast, \$19.00/lunch, \$28.00/dinner</td> </tr> </table>	Mileage	\$0.70/mile	Parking	\$1.25/hour	Printing	\$0.50/page	Lodging	\$121.00/night	Meals	\$16.00/breakfast, \$19.00/lunch, \$28.00/dinner
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Above is partial list of common expenses that may be incurred, along with current standard reimbursement guidelines. This list is intended to increase transparency around the cost of doing business as a freelancer and to provide a guide when calculating the total cost of services. As an alternative to reimbursing Katy according to the standard guidelines, the client may choose to cover costs directly related to the work. All expense reimbursement/coverage is negotiable. Expense estimates shall be communicated upfront before they are incurred, and a detailed breakdown of expenses shall accompany an invoice after they are incurred, with copies of receipts whenever possible.

***Last updated January 7, 2025***