

You

//COMPLETE
QUESTIONAIRRE

//PAY DEPOSIT
//SIGN CONTRACT
//DATES ARE LOCKED IN

//SIT BACK //CLASS PREP AS NEEDED

//SHOW UP
//SET UP
//DO YOUR THING
//CLEAN UP

//BASK IN THE JOY OF A SUCCESSFUL EVENT



//CHECK DATES
//SYSTEM SETUP
//CREATE & SEND CONTRACT
//SEND INVOICE FOR DEPOSIT
//SEND W-9 (IF NEEDED)

//ADD TO WEBSITE
//OPEN REGISTRATION
//BEGIN MARKETING

//MANAGE PAYMENTS
//OVERSEE REGISTRATION

//OPEN THE DOORS

//AVAILABLE ONSITE DURING

ENTIRE EVENT

//FINAL CLEANUP & LAUNDRY

//CLOSE FACILITY

Inclusive



Classroom

One or two classrooms can be reserved; this is the main area designated for your event.

EquipmentMassage tables an

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Massage tables and chairs are part of our classroom setup and available for use for every event. Access to use the computer and projector can be made available if needed. We also offer use of face cradles, bolsters, and linens upon request.

Shared Space
Parking, entrance through

Parking, entrance through our front lobby, and access to our bathrooms and kitchenette are included. The kitchenette has a shared refrigerator and microwave for any event participants who bring their own lunch, snack, or dinner.

Marketing

All hosted events are advertised on our website and social media platforms.

Manage Registration
Our office staff manages registration

Our office staff manages registration for the event. This includes taking the registration fee and handling payment processing fees.

Howe a slide presentation?

Both of our classrooms are equipped with a computer, projector, and Smartboard.



Thumb Drive Computer Access

Bring a thumb drive with your presentation file and you will have computer access and be able to share using our projector and Smartboard.



Digital Cloud Internet Access

If your presentation file is saved in the cloud you can access it on our classroom computer and share using our projector and Smartboard.



White Board No-Tech

Support your presentation, or host an event that does not require tech support - we have large sliding doors in each classroom that function as whiteboards, complete with colorful markers.

How you get paid

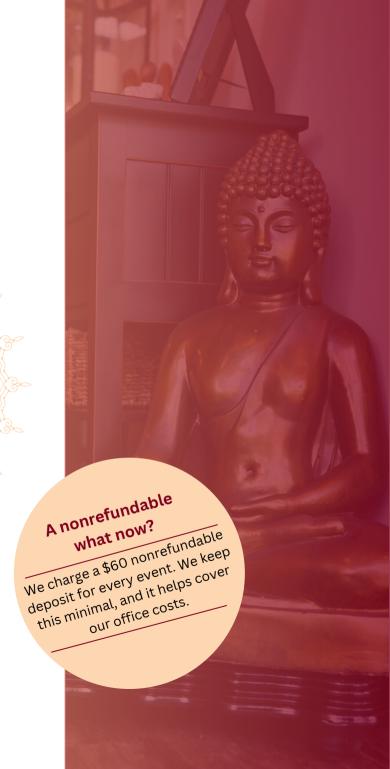
Let's talk money



There are two options for payment when partnering with us to host an event at our facility: **flat rate facility use fee & payment percentage**.

Since **workshops** have much lower enrollment fees, we charge a **flat rate fee** to secure the space, and all registration fees are provided to the event organizer upon the completion of the event.

For **Continuing Education classes**, we provide the class organizer with a **percentage** of the registration fees after the class. The percentage breakdown is included in the contract, with the lion's share going to the class organizer. We know the work that goes in to providing quality education and value all of the educators we partner with.





CENTER FOR THE HEALING ARTS



THANKS

We look forward to partnering with you