

Application for WORKSHOP FACILITATORS 2010-2011

Please use a separate application for each individual program option you wish to offer. Applications are considered based on the resources, needs and schedule of the Center. We appreciate your interest in offering your wisdom, services and talents.

Name (please include names of all presenters and indicate main contact person.) Spaces enlarge as you type in them.

Address

Phone numbers

Email

Website

How did you hear about us?

Have you ever visited The Mandala Center before? When? Why?

Title of the program/workshop/retreat you wish to offer.

Description (50-70 words for marketing) You may attach or send other additional information. If your class is accepted we can modify or revise descriptions upon acceptance before posting.

List the goals or outcomes participants can expect by attending your retreat program.

Short Bio (50-70 words) (Please attach or send a basic resume also)

Please list 3 references and contact. (students, organizational contacts, professional colleagues)

Who should attend your program? (by age, sex, profession, personal needs, etc.)

Ideal number or range of participants (minimum and maximum)

of days & hours of your program (# of days and hourly schedule –e.g. Thurs- Sun / Fri 7-9, Sat 9-5)
Typically we begin a program with an evening dinner and end at lunch on the final day BUT it is possible to vary from this norm if it better suits your needs.

Place an X next to the category your program fits into best. (you may check more than one)

- Spiritual development Personal/growth & exploration Creative Arts/Expressive Arts
 Nature/Ecology Health/Healing/Wellness The Mandala as Teacher/Healer
 Professional education/development for service related professions (clergy, counselors, nurses, teachers, etc.)

Type of room/space desired. Describe your needs. (whole Center, one conference room, indoor and outdoor activities, tables and chairs or empty room with cushions, use of kitchen for program, etc...)

Options for months and dates you would prefer to come to The Mandala Center

MEALS: As a TMC workshop, meals are generally from our regular or light menu options. We ask you to disclose any **MEDICALLY INDICATED** allergies you may have. We do have guest refrigerators for use if you need to bring any of your own food items. Due to our remote location we are unable to accommodate last minute requests.

Do you have written material, fliers or marketing material on yourself or your program that is already prepared that we could use in marketing? Please describe.

TMC does help advertise our own workshop schedule. **HOWEVER**, any self-promotion you can do on your own will only help guarantee your retreat has participants signed up. These two questions help us know how you are able to contribute.

1. Can you produce a one page flier of the workshop we agree you may offer at TMC for both of us to use for distribution to interested persons? (we also attach it to your information on our website as a PDF for people to download and share with others.)
2. Do you have your own mailing list to send out notices about your events?
3. Do you also have a website, blog, for you to link with our site and we can link with you to promote the event? Describe options.

Do you have any suggestions regarding good marketing resources for the type of programming you offer? What journals, newspapers, websites, or publications do you think your audience would read to find out about programs like yours?

What is your fee required to offer this workshop/retreat? You are considered a contracted presenter and are paid one fee for your services. You should include all business costs to yourself that you wish to have covered. We suggest you indicate a “per person” fee with a minimum number of participants required. (NOTE: Workshop leaders are given a room and meals at the Center during their stay and may bring a guest to share a room however Guest will be responsible for fee for meals) Fees are discussed and negotiated with TMC prior to acceptance.

What would your travel arrangements be – to the best of your knowledge at this time? Would you drive here, fly, car-pool etc. What airport would you hope to arrive at?

May we link or refer interested students to your website, email, or give them one of your phone numbers if they have direct questions about your retreat?

Do you have any items for sale (a book, artwork, etc) that you might want to sell through our small gift shop here? We will carry items that are in alignment with our purpose and mission in our gift shop that are created by our presenters. The Mandala Center must approve all items for the store. Items are left on consignment and The Mandala Center receives a 20% commission.

(note: you may sell your own items during the time of your retreat to participants. Items for the store are additional items left here during the year available ongoing to visitors.)

*****PLEASE ALSO ATTACH/ SEND a photo of yourself (sized for website use if possible) and you may include a second image if you have one of yourself teaching, or a class you have taught, or artwork or items you will be teaching about. Please indicate if photo is attached or when you will send one. You may also include the name of the person who took the photo if you would like.

NOTE: If you would like to be on our mailing list please fill out a request for information form on our website or email us at information@mandalacenter.org to register for mailings. Thank you.

Some additional information -

We make the decision to cancel two weeks prior to a program date if we have not met minimums. We cannot guarantee payment of presenters unless the program is held. Once a program is accepted for our calendar a formal contract between the presenter and The Mandala Center is drawn up and signed. Any special circumstances can be addressed in the contract.

Depending on situations, The Mandala Center may schedule additional retreats or offer individual retreats at the same time you are offering your retreat. Common areas are designated for groups to have private teaching spaces. In the event of multiple groups being on the grounds, meals will be served to all people in attendance at the Center as one group.

For more information about our accommodations and grounds see our website at www.mandalacenter.org.

ALL APPLICATIONS are subject to review and completing an application does not guarantee your workshop will be accepted. We have many factors we must consider when creating our schedules. Notification of acceptance will be made as soon as possible.

Please include any other information you feel may be important to know on additional pages.

Thank you for your time and your consideration of The Mandala Center. We look forward to hearing from you. Please send your completed application to

Lori L. Coon, Executive Director
at director@mandalacenter.org

OR

Mail to PO Box 158 Des Moines NM 88418.

Please call me at 575 278 3002 if you have ANY questions.