



Integrative Dance

WORKSHOP HOST APPLICATION

Name of Host Site:		Host Site Web Address:	
Contact Person/Title:	Phone Number:	Email Address:	
Nearest Airport:		Business Industry (OT, PT, ABA, School, Dance Studio, Other):	
Physical Address:			
City:	State:	Zip Code:	Country:
Mailing Address (if different)			
City:	State:	Zip Code:	Country:
Please request 4 possible workshop dates (workshops are 2-3 days in length) Use date format (MM/DD/YY - MM/DD/YY):			
First Choice:	Second Choice:	Third Choice:	Fourth Choice:
Printed Name of Applicant:	Signature of Applicant:	Date:	

RESPONSIBILITIES OF BOTH PARTIES

RHYTHM WORKS INTEGRATIVE DANCE WILL PROVIDE:

- Airfare/transfers for 2 RWID instructors
- Lodging for 2 RWID instructors
- Meals for 2 RWID instructors
- Registration management (RWID to keep 100% of registration fees)
- 2+ free registrations for host company staff
- National marketing through targeted email blasts
- Digital event flyers for promotional purposes
- Workshop manual for each attendee
- Certificate of Completion for each attendee
- Beverage (hot/cold water, coffee), continental breakfast, fruit, snacks to accommodate all registered participants for both days (to be purchased by host and reimbursed)
- Recognition as site host on RWID website

HOST COMPANY WILL PROVIDE:

- Additional marketing to colleagues in your surrounding area
- Workshop venue with space to accommodate a minimum of 30 attendees
- Table space and chairs to comfortably accommodate a minimum 30 attendees
- Movement space to accommodate a minimum 30 attendees
- Table space for beverage and food
- AV system, including projector screen, projector, and sound system with ability to connect to a Mac computer
- Onsite volunteer (1 per 15 attendees) to assist with technical difficulties, facilitate sign-in/sign-out lists, etc.

THE FINE PRINT

1. A minimum of 15 paid attendees is required to run the workshop.
2. Rhythm Works Integrative Dance reserves the right to cancel any workshop due to insufficient registration or unforeseen circumstances. Rhythm Works Integrative Dance is not responsible for non-refundable travel arrangements or expenses incurred by attendee if the workshop is cancelled due to any reason. In the event of a cancellation, 100% of workshop fees can either be refunded or held as credit to be applied towards another Rhythm Works Integrative Dance workshop.
3. Workshop fees: \$425 per person if received 60 days prior to workshop date, \$450 per person if received between 1-59 days prior to the workshop, \$475 per person if registered on the first day of the workshop
4. Workshop fee discounts: Group rate (3 or more – all attendees must be from the same organization and register together) \$25 discount off of workshop fee.
5. Cancellation fee policy: \$30 if cancelled before 60 days prior to the 1st day of the workshop, \$75 if cancelled between 31-60 days prior to the 1st day of the workshop, \$200 if cancelled between 15-30 days prior to the 1st day of the workshop, NO REFUNDS starting 14 days prior to the 1st day of the workshop.
6. Host Company will receive 2 free registrations when they meet the minimum of 15 required workshop attendees. For each additional 5 paid attendees, the Host Company will receive an additional 1 free registration.
7. All materials provided during the workshop are copyrighted and may not be reproduced unless specific permission is given from a Rhythm Works Integrative Dance Director.
8. RWID contact information:
Rhythm Works Integrative Dance
Phone: 310-755-4973 | Fax: (call for fax number)
tricia@rhythmworksid.com
www.rhythmworksid.com
9. RWID will reimburse host for beverage, continental breakfast, snacks, fruit, and paper products. Budget will be based on number of attendees and agreed upon the week prior to the start of the workshop.
10. To insure prompt marketing, Host Company will need to provide RWID with a high quality company logo, website details, venue location, contact information, and local hotel options upon workshop date agreement.
11. Host Company will provide a list of local restaurant options to be included in attendee welcome packet.
12. On workshop days, the Host Company will allow the RWID instructors to access the facility 60 minutes prior to the start of the workshop.
13. Host volunteers will be responsible for room set up and tear down, beverage/food set up and clean up, facilitation of attendee daily sign-in/sign-out, assist with any audio/visual set up and tear down, assist with any technical difficulties, and make name tags for all attendees.
14. Host venue should have adequate parking space to accommodate attendees. If adequate parking is not available, Host Company agrees to arrange additional parking within a 1 block radius.
15. RWID may request ship workshop manuals and product kits to Host Company prior to the workshop.
16. Host Company may elect to close the workshop to outside attendees as long as a minimum of 30 attendees is guaranteed.
17. Host venue should be able to accommodate special requests by attendees.

I have read The Fine Print and understand the requirements and responsibilities.

Host Company

Host Company Contact – Printed Name

Date

Host Company Contact - Signature