

Application for WORKSHOP FACILITATORS

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.

Date:

Name (please include names of all presenters and indicate main contact person.)

Address

Phone numbers

Email

Website

How did you hear about us?

Have you visited The Mandala Center before?

Title/Subtitle of the program/workshop/retreat you wish to offer plus short description.

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

Note: detailed descriptions will be posted on the website if workshop is selected.

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

Short Bio (50-70 words)...Please attach or send a basic resume - can be longer on website.

Please list 3 references/contacts...(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)

Number of days & hours of your program (example: 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.

Indicate the category that best fits your program. (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. (entire Center, one conference room, indoor and outdoor activities, tables/chairs or empty room with cushions, etc..)

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

MEALS: Meals are generally from our regular or light menu options. Do you have any MEDICALLY INDICATED allergies? Preferences?

Do you have written material, fliers or material prepared we could use in marketing?
Please describe.

TMC does advertise our workshop schedule. HOWEVER, we do ask the presenter to help with marketing efforts. These questions help us know how you are able to contribute.

1. Can you produce a one page flier of the workshop for both of us to use for distribution to interested persons? (We attach it as a PDF to your information on our website 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 have a website, blog, FaceBook page? Describe options. How can you help get the word out?

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 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 you wish to have covered. Please indicate a "per person" fee with a minimum number of participants required. Fees are discussed and negotiated with TMC prior to acceptance. Occasionally we offer an early sign up discount so two different fees may be calculated.

Workshop leaders are given a complimentary room and meals at the Center during their stay and may bring a guest to share a room. The Guest will be responsible for fee for meals.

To the best of your knowledge what would your travel arrangements be at this time? At which airport would you plan to arrive?

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

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

(You may sell your own items during the time of your retreat. Items for the store are additional items left here during the year available to future visitors.)

PLEASE EMAIL US YOUR PHOTO. You may include a second image. If there are others in your pictures please make sure you have their permission for the picture to be used in our workshop promotion. If returning this form electronically please indicate if photo is attached or when you will send one.

Additional information

We make the decision to cancel a workshop two weeks prior to a program date if we have not met minimums. We cannot guarantee payment to presenters unless the program is held. If your program is accepted you will be asked to sign a contract that will outline the details of the workshop and address any special circumstances.

The Mandala Center may schedule additional workshops or offer individual retreats at the same time you are offering your workshop. 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 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 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

Karen Brown, 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.