



## **Instructor Guidelines**

### **Booking Workshops:**

Prior to booking a workshop the following documents need to be collected for your file:

A current professional license/registration

Updated resume/curriculum vitae

A copy of your malpractice insurance rider

A signed W-9 form

A signed copy of this document

The Red Pines Booking Form with all pertinent information filled out.

### **Red Pines Booking Form:**

This form needs to be filled out with all pertinent information. We would like this sent to us through e-mail as it decreases the time it takes to input your information onto our website and registration server.

**There will be a charge of \$25.00 per booking form if this is not submitted electronically through e-mail.**

### **Workshop Timing:**

Our research indicates that workshops that are advertised at least 3-4 months prior to the seminar date are more likely to have a good enrollment.

We strongly encourage you to have all information in so that we can input you into the system at least 4 months prior to your seminar date.

There are 3 deadline dates that will insure that your seminar will be posted in all of our advertising. If your information is received after the deadline we can not guarantee that your information will be posted in all of our advertising and brochures.

We intend to have publications as follows:

March issue covers May- August (Spring/Summer Program)      **Deadline 03/01**

July issue covers Sept.-December (Fall/Winter Program)      **Deadline 07/01**

November issue covers January-April (Winter/Spring Program)      **Deadline 11/01**

### **Advertising:**

We provide the following as part of the service you receive as a Red Pines Instructor:

Listing on our website.

Listing on our Bulletin Board Red Pines Schedule

Brochure that is posted on our website and at the school. (Can be downloaded or a request can be made for one to be mailed.)

We issue Postcards in 2 month intervals with upcoming workshops. You are welcome to pick some up and distribute them one month prior to your workshop.

We list your workshop in the AMTA's learn and earn section and advertise in ADVANCE Magazine.

We have a monthly newsletter that goes to about 1,200 people. This is also forwarded to the local SIPN community each month. Your workshop will be listed the month prior to your booking and a description and listing will be provided the month of your workshop.

### **E-Mail Blasts:**

**Individual e-mail blasts are not provided as part of your agreement.** If you would like an e-mail blast the following procedure is required:

A written request needs to be submitted a minimum of 2 weeks prior to the scheduled e-mail blast.

All information that you would like to be included in the blast needs to be submitted **electronically** a minimum of 2 weeks prior to the scheduled blast.

**Each e-mail blast will cost \$50.00. Payment for this service is required at the time of the request.**

### **Discounts:**

In order to stream line the registration process and provide uniformity in our program we are now offering the following discounts for every class.

We will not be able to accommodate individual requests for different discount options and every instructor must participate with these guidelines.

**We ask that you adjust your pricing to achieve your personal financial goals for your workshop.**

1. There is a 10% discount when registering for more than one multi-day class at a time.
2. There is a 10% discount for all current CNW students.
3. There is a 20% discount for anyone registering for their FIRST Red Pines Workshop. (Can be used only once.)  
**(Red Pines will decrease our split by 10 % for the 20% discount only.)**

**To summarize you will be asked to discount by 10% for the 3 above scenarios.**

### **Pricing of Workshops:**

1. We will offer 2 pricing options. The price you determine for your class and a \$20.00 late fee that is collected by Red Pines after the registration date. We will not be able to list early registration discounts or discounts on any one day workshops.
2. We will deduct \$5.00 per registration to pay for our online registration fee from the gross payment of each participant prior to calculating the 70/30 split.

**\*Please consider the above when determining the cost of your workshop.**

### **Services Included as a Red Pines Instructor:**

- These are the services provided to you for the 70/30 split with Red Pines:
- Advertising as previously outlined
- Listing on our website
- Registration of all participants and collection of all monies.
- Room rental for the days of your workshop
- The following equipment **upon request: Massage tables, folding tables, folding chairs, back jack floor chairs, projector, screen, VHS/DVD player and TV, CD player, skeleton models, overhead projector, whiteboard and markers.**
- Certificates for participants will be printed and will include all pertinent information for NCMTMB or NYS PT CEU's **upon request.**
- We will provide feedback forms and a list of your participant's contact information in your workshop packet the first day of your workshop.
- If you have **special requests for your participants such as bringing supplies or equipment we will supply contact information to you upon your request so that you can make contact with the participants and inform them of your requests.**
- **Room set-up is not part of the service we provide.** We will provide you with all above supplies and it is the instructor's responsibility to set the room up to their liking.
- If you would like to pay for the service of room set-up a request needs to be placed in writing at least 2 weeks prior to your workshop along with a room chart to describe what your expectations are for room set-up.  
**The cost for this service is \$100.00**
- **Access to CNWSMT Building/ Picking up a key the week of the workshop:** Instructors must pick up a front door key on Thursdays for a class beginning on a Friday or on Fridays from 8:30am-3:00pm for a class taking place on a Saturday or Sunday. If you are provided a key please be sure the front door is locked. Hold door open while you lock it and then place the key in the folder provided and leave the folder on the front desk.  
If you are unable to pick a key up as noted above we need to be **notified at least 2 Weeks** prior to your workshop in order to make alternate arrangements.

### **Cancelations:**

- If there are fewer than 5 registrants the instructor may choose to cancel their class.
- In the event that there are 5 or more registrants the instructor may still choose to cancel their class but there will be a \$50.00 fee to cover the administrative costs of processing and canceling this class.

Instructor Signature: \_\_\_\_\_  
Date Signed: \_\_\_\_\_