Karen Strange
NEONATAL RESUSCITATION & TRANSITIONS
www.karenstrange.com

Sponsor Contract

Karen requires that you, or someone you assign in advanced (or several people), assist Karen while she's in town. This includes providing housing and transportation to Karen, if she is not renting a car or staying in a hotel, receiving and signing for equipment shipped ahead of time from FedEx, transporting FedEx delivered bags to the workshop location, setting up and breaking down the workshop, and dropping off the bags to FedEx. This is a big commitment. The details are stated in this contract. If you are unable to meet the following requirements, please do not commit to being a sponsor.

Workshop Details

Location

As the sponsor, you are responsible for securing the workshop location.

When selecting a workshop location, the space must accommodate at least 20 people, preferably 25-30 people. The space should have carpeting or yoga mat type pads, to keep everyone comfortable, during the long day. Karen will not do workshops near tied up or chained dogs. Depending on size the space of the workshop location, space must have one or two large tables for the potluck and one table for Karen's resuscitation bags and the few items she sells, and two small tables, one for Karen's laptop and one for her projector. Additional tables may be required depending on the size of the class. Space should have a coffee pot. If there is a venue fee, please discuss this with Karen before selecting the location for the workshop. Typically if there is a venue fee, there is an additional fee added into workshop fee, and paid per person.

Karen requires access to the space the day before the workshop to set up (around 2 or 3 pm), early access on the day of the workshop (7:45 am) and about 30 mins immediately after the class to take everything down.

Registration

In order for Karen to teach the workshop, a minimum of 16-20 people must register and have paid the deposit, at least 3 weeks before the workshop. If the minimum number of registrants isn't made by that time, Karen may cancel the workshop. This minimum takes into consideration that several people will cancel on the day of class due to births or illness. The minimum number must be met to make the workshop economically feasible.

All registrations are made through Karen's website. Payments are made through Karen's website. If registrants still owe money by the day of the workshop, they may bring the remaining money due on the day of the workshop. All payments are deposited the day after the class.

If there is still space in the class, Karen will take registrations up to the morning of the workshop.

Setup & Breakdown

Before the workshop, you, or someone you assign, will be present to accept the FedEx delivery. Accepting the FedEx delivery REQUIRES a signature and they WILL NOT leave the bags without it. If this is not possible, please let Karen know asap, so she can make arrangements to send the delivery to Fedex/Kinkos instead. You, or someone you assign, will transport the bags to the workshop location, the morning before the workshop.

The day before the workshop, Karen will need access to the space, to set up, between 2pm and 4pm. You, or someone you assign, will help Karen with the setup. This includes carrying the equipment from the car or other location. This typically takes about 2 hours.

The morning of the workshop, Karen will need early access to the space, between 7:45am and 8am. You, or someone you assign, will need to be present during this time, to let Karen into the space and help Karen finish setting up. Being on time is very important, so please adjust for traffic, childcare issues and other unforeseen reasons for being late.

Immediately after the workshop, you, or someone you assign, will help Karen breakdown. Karen will pack up her equipment, while you clean the space. Then you will assist Karen by carrying all equipment to the car and also assisting in delivering the equipment to FedEx, that night. You, or someone you assign, will need to locate the nearest FedEx/Kinkos Ship & Print Center (not an authorized shipping center), beforehand.

Meals

On the morning of the workshop, Karen provides coffee, tea, half and half, bagels and cream cheese.

In order to keep the workshop in the allotted timeframe, for lunch, a potluck is planned (not optional). Everyone is expected to participate. Each person can either make or buy something to share. Suggestions: chips and salsa, vegetable tray, deli salad, cheese and crackers, cooked deli chicken, or dessert. If this is not feasible, please contact Karen and she will bring an extra dish to share.

Refund Policy

We understand that attendees may be unable to attend for a variety of reasons. If contact is made with Karen, the sponsor, or Rochelle, by the morning of the class, a full refund will be issued. If no contact is made by the morning of class, a $50 fee will be deducted from the refund amount. If a registrant is unable to attend a workshop, and Karen is teaching other workshops in the area, you may be able to transfer your registration to a new class. Please contact Karen to make arrangements, by texting her at 303-709-4644.

Registrant Questions

Please first refer to Karen's website to answer questions about the workshop. The FAQ page should have many of the answers. If there are other questions, please contact Karen.

Advertising

It is your responsibility, as the sponsor, to gather interest for the workshop. If the minimum number of registrants isn't met, by 3 weeks before the workshop, Karen may cancel the workshop.

As soon as sponsorship is confirmed, with agreed upon date and location, Karen will open workshop registration on her website. Karen will then send an advertisement for the workshop, to her email lists for that area. Karen will also send you an advertisement in PDF form that you can use to advertise.

Workshop Fee

Karen's workshop costs about $240 per person, depending on the location.

If the minimum number of registrants is met, as a thanks to the sponsor, one workshop fee of $240 is waived. It's up to the sponsor if they use it themselves or if they gift it to someone else. If the one waived workshop fee is gifted to another person, the sponsor will pay the workshop fee for their own registration. Please inform Karen if you choose to gift the one waived workshop fee. If the minimum number isn't met, a discount towards the sponsor's workshop fee may be given, at Karen's discretion. Any arrangements regarding dividing the fee, or discount, must be made in advance with Karen.

Any person who remains in the room during the class is required to pay the workshop fee, including the sponsor's helper, no exceptions unless arranged with Karen ahead of time.

Accommodations for Karen

Housing

You, the sponsor, will provide a place for Karen to stay, while in town. This must be a private space (not shared or a couch), where Karen can be alone and have downtime while not teaching the workshop. The space can't be near any dogs that are tied up or chained. In the summer months, the space must have air conditioning. The space must have a fridge and somewhere to store food.

Karen may choose to stay in a hotel. You may assist her in finding and making arrangements at a hotel that is near the workshop location.

Transportation

You, or someone you assign, will drive Karen to and from the airport, if she does not rent a car. You will drive Karen to pick up food. You will also drive Karen to and from the workshop location the day before and the day of the workshop.

You, or someone you assign, will receive the bags delivered by Fedex ahead of time and then help transport the bags to the workshop location the day before the workshop, and transport the bags back to the FedEx/Kinkos drop off, immediately following the workshop.

Depending on the number of classes Karen is teaching in the area, she may decide to rent a car. If she does this, you will not have to provide transportation.

By signing this contract, you _____(print_name) are agreeing to the terms and commitments outlined in this document. If you have any questions, please contact Karen.

_____ _____

Signature Date