



HOST A “EMBRACING TECHNOLOGY WORKSHOP” *TERMS*

Host an event in your area!

As a host, you would:

- 1. Discuss and agree upon an available date & time with Loman Creative Services. Loman Creative Services has an agreement that needs to be signed by both parties. There is a \$150 booking fee. A technology workbook may be purchased at event by each registrant if desired. It is recommended. \$150 remaining is due at the day of workshop day. There is a total of \$300 due to workshop presenter. Two hours workshop. For additional hours, \$150/hour.**
- 2. Find a space.** Church, space rental, etc.. We recommend a safe environment that will allow a classroom setting of 25-200 people. Complete any necessary paperwork/permits. The host is fully financially responsible for space rental fee and other obligations pertaining to space rental.
- 3. Book a flight & secure a 5 star hotel reservations for workshop speaker** and/or car rental if needed so that speaker can arrive on time and successfully. Upon receiving signed agreement for both parties, the host will secure travel arrangement booking and fees. The host shall be 100% financially responsible for any travel arrangement expenses including car rental, gas, mileage, etc. Travel arrangement discussed prior to agreement. One to two nights hotel booking preferred depending on event day and time.
- 4. Spread the word about your event**, using social media, email, and flyers in local businesses and churches, etc. Loman Creative Services will also promote your event via social media.
- 5. Fill the room.** The minimum of 25 attendees is required. **The host is allowed to set up and manage registration whether online or offline. All sales of the workshop tickets is 100% ownership of the host. Loman Creative Services does have the right to refuse any unethical practices that doesn't match its' company's brand and mission.**
- 6. Arrange workshop space set up.** Host must have a vendor table available for Loman Creative Services to set up products and display company material. Loman Creative Services will have marketing material, products and services for sale. Registrants can also order workshop workbook. The cost of “Embracing Technology” workbook is \$20. The host can also pre-order workbooks. Pre-order is not required but recommended.
- 7. The event structure: It is totally up to you on the workshop length overall. However, Loman Creative Services' workshop presenter will present for a minimum of 2 hours.**