



## General Event Guidelines

Thank you for your interest hosting an event with Jeff Masters. Included below are the general guidelines for arranging a weekend workshop or retreat event. When you are ready to book your workshop or retreat, you will be sent a separate contract to be signed by both parties. We look forward to working with you!

### Basic Event Information

Weekend intensives typically begin with a Friday evening class from 6:00 to 9:00 PM. Saturday and Sunday schedules are generally from 9:00 AM to 4:00 PM (with an hour break for lunch) for a total of 15 contact hours. These hours are a recommendation only and are flexible.

We generally recommend the following pricing structure:

- Early Bird: \$325
- Regular Pricing: \$355
- At The Door: \$400

There is flexibility in this pricing and we encourage you to make adjustments based on your knowledge of the market in your area. We support the offering of discounts to your teachers and employees and, of course, the host may attend for free. What we do ask is that Jeff's minimum fee be met (see below) regardless of the final decision on pricing.

We do require that a minimum number of students be registered in order to confirm travel. Based on the early bird price above, a minimum of 8 students is recommended. This number will obviously be flexible and will reflect the final price decided on by the host and Jeff. The final pricing structure and minimum student number will be indicated in the final contract. A cut off date of two weeks prior to the proposed workshop date will be established and adhered to.

Full time attendance is required for any CEU's or certification courses.

### Fees, Expenses & Travel

Jeff's minimum fee, after expenses, is \$1,500 or 70% of the net income; whichever is greater. Net income equals the gross income for the workshop minus Jeff and the host's expenses. Jeff's expenses include airfare and transportation related to the workshop and any lodging fees. These expenses can be paid by the host or by Jeff. If Jeff pays for them the total cost will need to be reimbursed by the event host as a separate payment before the net profit. The host's expenses include advertising, copies for handouts and studio rental if applicable. Please make all checks out to **Jeff Shipper** at the completion of the event.

When traveling Jeff would like to be met at the airport upon arrival and dropped off after the workshop ends.

### Lodging & Food

All that is required for lodging is a simple, private room that is clean and quiet with a space to practice. A room in someone's home is fine, if available. If that is not available, the cost of lodging elsewhere will have to be covered as an expense (see above). Jeff will pay for his own meals and personal expenses. We do ask that filtered water is available.

### Advertising / Right of First Refusal

After confirmation of the workshop, we will provide you with a workshop description, bio and picture. We request to see a copy of any advertisement or video before it goes to print or on the Internet. You can send that to [yoginitapas@gmail.com](mailto:yoginitapas@gmail.com) with a subject line of, "Advertising Proof: [WORKSHOP NAME & DATE]". Once approved, we will list your event on our website and email Jeff's subscriber base.

**Audio Visual / Teaching Needs**

Due to the nature of Jeff's teaching, we would prefer to have a digital projector present to be able to teach from multimedia slides. However, we understand that this is not always possible. In either case, please have a dry erase board available with markers and eraser. Jeff will email you any handouts the students may need in advance, so that they can be copied for the workshop.

**Private Sessions**

Depending on the time frame of the event, Jeff Masters may offer private consultations to workshop participants before, during, or after the event. The session space and appointment details will be coordinated through the workshop host. A massage table and linens will need to be provided. If sessions are being coordinated through an established therapy-based business, the business will receive 20% of the session fee. Sessions with Jeff are generally 90 minutes to two hours and the fee is \$150.

Thank you again. We are excited to be working with you!

If you have any questions or concerns, please contact Arin (Jeff's manager) via e-mail at [yoginitapas@gmail.com](mailto:yoginitapas@gmail.com) or phone (928) 202-2273.