

SOMOS GUIDELINES FOR INSTRUCTORS/PRESENTERS

SOMOS is excited that you have chosen the SOMOS Salon as the venue for your upcoming workshop/class/presentation! Below is the list of guidelines for presenters as well as ways that SOMOS will help promote your event.

INSTRUCTORS/PRESENTERS:

- Will submit a one page (8 ½ by 11) flyer at least one month prior to the event (more helpful: 6-8 weeks). The flyer will include: 1) a high resolution(at least 300 dpi) jpg photo(plus a jpg photo sent separately so that we can post on our website); 2) a no more than 100 word (or less) bio; 3) a description of the event, including minimum/maximum students needed; and 4) registration details(date/time/location, checks made payable to SOMOS, credit card payments are available by calling 758-0081 or on our website: somostaos.org)
- Cost of event will be one price for members/separate price for nonmembers (we can discuss the different pricing)
- Will post their own flyers around town, i.e.: Cid's, Public Library, Wired Cafe, etc. (see attached location of flyer hangings in Taos)
- Will assist in promoting event by using social media: email, Facebook, LinkedIn, twitter, etc.
- Will be responsible for leaving the space the way they found it (placing trash in receptacles, locking building, closing windows, stacking chairs, etc.)
- Will notify students of their cancellation policy

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- Will print flyers for distribution at SOMOS, our bulletin board and at SOMOS events; will post on SOMOS Facebook page, website, and local calendars (LiveTaos, Chamber, THE Magazine)
- Will pay Instructors at the rate of 75% of (member price) registration monies; SOMOS receives 25%. Payments to instructors will be made after all monies have been received by participants
- Will collect registration monies from participants and prepare list of participants with contact info
- Will arrange for instructor to receive a key or lockbox code
- Will provide copies of handouts as needed – if instructor delivers original(s) to SOMOS at least one week prior to class
- Will provide writing paper, pens, pencils, and markers
- Will promote event on weekly newsletter (1100 plus subscribers)

Cancellation policy

If cancelled prior to first class students will be refunded the total amount minus a \$15 administrative fee; if cancelled prior to the second class students will be refunded 75% of fee minus the administrative fee; if cancelled after the end of the second class no refunds will be given. Credit toward a future class can be given upon instructor discretion.