

SOMOS Guidelines for Instructors/Presenters (for ticketed events)

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 be a current member of SOMOS
- Will submit a one-page (8 ½ by 11) flyer saved as a word document or pdf at least one month prior to the event (more helpful: 6-8 weeks). The flyer will include a high resolution(at least 300 dpi) jpg photo(plus a jpg photo sent separately so that we can post on our website), bio, a description of the event, including minimum/maximum students needed; and registration details (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 but usually a percentage higher for nonmembers, ie: 10-15%)
- Will post their own flyers around town, i.e.: Cid's, Public Library, etc.
- 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
- Will send out their own press release (tempo@taosnews.com), PSA's, etc. to help promote the workshop
- Will post on local calendars (Taos News, LiveTaos, Chamber of Commerce)

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- Will print flyers for distribution at SOMOS, our bulletin board and at SOMOS events
- Will post on SOMOS website under events
- 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) (digitally) to SOMOS at least one week prior to class
- Will provide writing paper, pens, pencils, and markers

Cancellation policy

If cancelled prior to first class students will be refunded the total amount minus a \$35 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.