**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 complete the submission form online at somostaos.org(under classes/workshops on calendar page). This includes submitting your flyer (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)
* Students can register and purchase on-line via paypal; or send a check to SOMOS, POB 3225, Taos, NM 87571; or stop by SOMOS, 108 Civic Plaza Drive
* 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: 10-20%)
* 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; SOMOS will refund prepaid students 100% if the class is cancelled
* Will send out their own press release (tempo@taosnews.com) to help promote the workshop
* Will post on local calendars (Taos News, LiveTaos, Chamber of Commerce)

**SOMOS**

* 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.