

Host Expectations/Benefits for Maternal Wisdom Labor Doula Training

- Training host will be allowed to attend training for \$50 as long as there a minimum of 8 paid, confirmed attendees. If under 8 attendees host must pay 50% of the workshop fee. In the event that the host signs up and has confirmed 15 attendees, she will attend for free.
- Host will be reimbursed up to \$100 for supplies and marketing promos, provided there is a minimum of 8 paid, confirmed attendees. All reimbursement items *must be pre-approved* by Chana Luba. Receipts must be provided.
- Attendees will register through Chana Luba, and she will answer training inquiries and questions, but the hostess should be a local contact for attendees of the training and provide them with cell phone/home phone for questions/information, etc.
- Find several hotels close to training location with specialty rates and free airport shuttle for out of town guests and trainer. Provide that information to trainer a minimum of 60 days prior to training.
- Location – trainings are not to be held at personal residences. Trainings are to be held at community center, library, conference center, hotel training rooms, meeting rooms, etc. Any location must be pre-approved by Chana Luba 90 days prior to training. If location requires a fee, there will be a minimum of 8 people confirmed to hold the training.
- Timing – The training will be held on four consecutive days, Monday - Thursday (Sunday will be a travel day) from 10am-5pm.
- Host is required to market and recruit attendees for the local training (e.g. posting flyers) and help Chana Luba to do so also (local papers, web sites/groups, colleges).
- Provide trainer with a list of phone numbers, email addresses, and home addresses for interested attendees.
- Notify attendees that payment in full must be received 30 days prior to training.
- If a minimum of 8 paid, confirmed attendees have not registered for the workshop by 30 days prior, trainers have option of rescheduling or canceling workshop.
- I understand the requirements of hosting training and agree to fulfill these duties. I further agree that if I fail to comply with these duties, the course will either be cancelled or turned over to another host.

Name _____

Signature _____

Date _____