

## Sno Isle Food Co-op Workshop & Info Session Guidelines:

1. Workshops and Info Sessions are held in our Community Space (formerly know as the Co-op Classroom).
2. The primary presenter should be a Co-op owner in good standing, although non-owners may present for local non-profit groups if approved.
3. Workshops and Info Sessions are presented as a voluntary service. (The Co-op may hire presenters for semi-annual events or bring in brand representatives to present products separate from these workshops and info sessions and will be marketed differently).
4. Presenters should have education/experience/credentials in the area about which they are speaking.
5. Workshop presenters must avoid sales pitches. Workshops should provide information, not sell a product or service. It is acceptable for attendees to ask for your card, buy what you sell, or sign up for a service, as long as the content of the talk is not geared toward sales. The workshop listing should not advertise your business.
6. No one should be made to feel unwelcome at a workshop due to religion, race, gender, sexual orientation, body size, physical abilities, etc.
7. These presentations are limited to 14 attendees. We recommend most workshops aim to host 8-12 attendees due to space limitations.
8. The presenter may choose if they would like to host a "drop-in" workshop/session or choose to take online pre-registration for attendees. Should they choose to have folks pre-register, the co-op can create an online signup link for them or they can provide one for co-op staff to use.
9. There is a small kitchenette with a sink and microwave in the community room, but it is not a full presentation kitchen. We cannot host full cooking classes at this time.
10. Workshops or Info Sessions can take place on Saturdays, Sundays or in the evening on Tuesday or Thursday evening. The room is not available at other times. An owner may schedule no more than three workshops at a time, a minimum of four weeks apart (unless otherwise approved by staff).
11. The evening start time can be as early as 5:30 p.m. The class must end with ample time for everyone to exit the building by our 9:00 p.m. closing time (including instructor). Saturday or Sunday, classes may start as early as 10 a.m.
12. Workshops are generally scheduled *at least* eight weeks in advance in order to advertise the workshop in our email newsletter/event calendar.
13. Once your workshop is scheduled, please do not cancel. Cancellation after the workshop is advertised can happen only under the most dire of circumstances. If you fail to come to your workshop, you will not be permitted to schedule another.
14. If you agree with these terms and would like to schedule a workshop/info session- please fill out our proposal form here:

## Marketing/ Publicity:

Once the workshop is approved and scheduled by Co-op staff, we will supply you with an online form to complete within a week.

1. Presenters must use that online form to provide the following information for the workshop or info session:
  - Title – short titles are more effective visually. If you feel strongly that that is too limiting, consider a subtitle that is only slightly longer.
  - Text – description of the workshop, maximum of 100 words
  - Bio – a couple of sentences about yourself, including that you are a Coop owner. It should not read as an ad for your business, but you may list your business as part of your bio. If it is an info session led by a non-profit, include a bit about the mission and/or history of non-profit.
  - Photos-if you have photos to include that you think may help advertise the class in an email/social media-you may include them in the form. You may also include a headshot to accompany your bio. They need to be submitted as jpeg or png files.
2. The Co-op will list your event in marketing emails and on the online community calendar as well as a printed calendar that will be hung outside of the Community Space.
3. Do not create and post any fliers illegally, such as on streetlamps or mailboxes, as the Coop could be fined by the city for every individual flier posted. Post fliers only on designated, legal bulletin boards.

#### Day of Presentation:

1. Please arrive 30 minutes before the workshop so that you are there to welcome early arrivals and to make sure the room is open and set up as you need it. If no one is there to attend the workshop when it is scheduled to begin, please wait 30 minutes after the scheduled start time to make sure there are no latecomers.
2. Please check in with a front end staffer upon your arrival.
3. Please let us know in advance if you need chairs arranged in a particular way, or if any tables are needed. Otherwise, the room will be set up as it is for orientation. If you prefer to set up the chairs yourself, please let us know in advance.
4. If you will be presenting a film, Power Point presentation, or are in need of a white board for your session-please let us know when scheduling so we can ensure that we can properly accommodate your needs.
5. All presenters are asked to spend a few minutes welcoming attendees (especially non-members) to the Co-op. Co-op brochures and event fliers are provided.
6. The Coop does not provide refreshments for these workshops. If you would like to serve anything, please purchase it yourself. Please be sure the room is clean when you leave it.

\*Please note that the community room is not available to outside groups/organizations to hold private classes, events for monetary gain or to do fundraising.