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# UNLIMITED THOUGHT

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## LIFE ENRICHMENT CENTER®

### Class/Workshop/Event Proposal and Reservation

*Thank you for your interest in bringing your knowledge and experience to Unlimited Thought Life Enrichment Center® and the UTLEC Community!*

To be considered as a UTLEC class leader/facilitator, please read, complete, and sign this form. Please note, all sections must be completed before a class will be confirmed, placed on the master schedule, and class promotion by UTLEC begins. All confirmed classes are promoted on Facebook & Instagram channels, our website, in the Light Forum newsletter, our calendars—print and online, and inside the store.

### Classrooms 8 & 9 reservation pricing and policy

- **General:** Any Classes with fees or donations, fees are collected at the main Sales Counter.
- **Classroom Sizes:** Room 8 can accommodate ~30 people; Room 9, ~40 people
- **For Topics aligning with the mission and vision of UTLEC:**
  - **For a Multi-hour one-day class:** 70% to Facilitator, 30% to UT
  - **For a Class Series** (w/distinct begin & end date): 70% to Facilitator, 30% to UT
  - **For a Weekly Regular Recurring class:** Minimum reservation charge of \$20 or 30% of fees collected, whichever is greater for the store (rental fee due at end of each class)
  - **For a Free class:** \$10 per hour or any part of an hour (rental fee due at scheduling)
- **For Free Classes or Events promoting products or services:**
  - \$20 per hour or any part of an hour

### Your info

Primary Speaker's Name: \_\_\_\_\_

Co-Speaker Name (if applicable): \_\_\_\_\_

Company name (if applicable): \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Website/Facebook/Instagram (if applicable): \_\_\_\_\_

Speaker Bio: (~100-150 words = 5-8 lines of typewritten text)

- If handwriting your form response, please submit Speaker Bio electronically to [info@unlimited-thought.com](mailto:info@unlimited-thought.com).

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### Class/workshop/event proposal

**Title of your Workshop/Class:** \_\_\_\_\_  
(Note: Shorter Titles are better for Social Media; First impression of your class/workshop/event)

**Date(s) Desired:** \_\_\_\_\_

**Description of your session:** (100-150 words = 6-9 lines of typewritten text; avoid using “healer” or “healed” as absolutes in your description—liability risk).

If handwriting the form response, please submit Description electronically to [info@unlimited-thought.com](mailto:info@unlimited-thought.com)

**Key Words, Phrases that describe your session:** \_\_\_\_\_

**Target Audience:** \_\_\_\_\_

**Kid Friendly Class?**

**Cost for your class:**  \$\_\_\_\_\_  Suggested Donation \$\_\_\_\_\_  Donation  FREE

**Do you have early bird pricing?**  No  Yes, \$\_\_\_\_\_ if registered by \_\_\_\_\_ (date).

**Do you have a Minimum Number of Participants Required for your class for it to go ahead?**  
 No  Yes, #\_\_\_\_\_ Participants

(Note 1: It’s common for potential participants to decide to register the day of any event)

(Note 2: If you don’t stipulate a minimum participant number, UTLEC expects class leaders to show up and teach for even 1 registered participant)

(Note 3: UTLEC considers 15 minutes an acceptable amount of time for a class leader to wait before cancelling a class due to no participants)

**Have you ever given this class before**  at Unlimited Thought  Elsewhere

**If your class is a series, is each class a pre-requisite for the next in the series?**  No  Yes

**Would you be interested in Promoting your class by offering a 1-hour Free Lecture at the Body Mind Spirit Fair immediately preceding your class** (BMSF held 2<sup>nd</sup> weekend each month). If yes, please email [info@unlimited-thought.com](mailto:info@unlimited-thought.com)

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## LIFE ENRICHMENT CENTER®

### Class leader no show policy

No Show by a Class Leader creates problems for all of us. Please protect your reputation in the community and your opportunity to lead future classes at UTLEC.

- If a class leader cannot lead a class, UTLEC must be notified at least 24 hours in advance unless there are urgent or extraordinary circumstances.
  - If illness or other urgency occurs, the store must be notified ASAP so that we may inform registered and potential participants via Facebook and/or phone.
- If a No Show by a class leader occurs:
  - A class leader risks losing any remaining classes scheduled in a series.
  - A class leader may be placed on probation for future class reservations for 6 months.

\_\_\_\_\_ (initials) **I understand and agree to the No Show Policy.**

### What you are responsible for

- Creating a flyer for your class/workshop/event and supplying UTLEC with at least 50 copies
- Committing to deliver your class as proposed
- Showing up early for your class and setting up your classroom
- Doing some self-promotion for your class on your personal and business networks

### What we are responsible for

- Sending a confirmation email that your class/workshop event is scheduled in our system.
- Providing guidance about how to be successful with your class/event
- Promoting your event:
  - On our printed monthly calendar in-store
  - By displaying your class flyers in a prominent place in the store
  - Custom graphic design of Event header on Facebook
  - Facebook and Instagram posts reminding community of class/event
  - Class/Event Header on our website
  - Class/Event on our website calendar
  - In the Light Forum, our weekly email newsletter
- Providing a clean classroom per your reservation
- Providing tables and/or chairs per your reservation

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## LIFE ENRICHMENT CENTER®

### Agreements and signatures

- I agree to create a flyer for my class and bring at least 50 copies to UTLEC ~3 days after my class is confirmed by UTLEC.
- I agree to supplement the class promotions provided by UTLEC, by promoting on my own networks.
- I agree to show up for my class reservation early, set up my room appropriately, and deliver my class as described.
- I agree to conclude my class or workshop on time.
- I agree to leave my classroom clean and orderly.
- I agree to exercise mindfulness if using candles or smudging materials.

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(Class Leader Signature)

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(Date Signed)

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(UTLEC Signature 1 – Event Planner)

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(Date Signed)

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(UTLEC Signature 2 – UT Manager)

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(Date Signed)