

# A GUIDE TO ORGANIZING FORAKER COURSES IN YOUR COMMUNITY

## CO-HOST

- We want to integrate Foraker courses into an event we are hosting
- We want to take the lead in outreach and communication
- We want to be the sponsor and pay for the experience for others
- We have the capacity to manage event logistics
- We want a customized curriculum

## COLLABORATOR

- We want more training opportunities in our community
- We want each person to pay for their own registration fee
- We do not need a customized training - Foraker can teach existing course offerings as listed on their website
- We do not want to manage logistics

FORAKER'S HOURLY RATES	TIME COSTS	INCLUDED IN REGISTRATION FEE
PAID BY CO-HOST ORGANIZATION	TRAVEL & ACCOMMODATIONS	INCLUDED IN REGISTRATION FEE
MANAGED BY CO-HOST	REGISTRATION	MANAGED BY FORAKER
YES Foraker will customize based on co-host's requests	CUSTOM CONTENT	NO Collaborator can select among existing course offerings
YES, either sequentially by the same trainer or concurrently by different trainers. Note the hourly costs are based on the number of trainers	MULTIPLE CLASS OFFERINGS IN A DAY	YES, either sequentially by the same trainer or concurrently by different trainers. Payment is per class, per participant
CO-HOST LEADS WITH FORAKER SUPPORT	LOGISTICS	FORAKER LEADS WITH COLLABORATOR SUPPORT
Paid and distributed by co-host. Foraker logo provided & required on materials	MARKETING & COMMUNICATIONS	Paid and distributed by Foraker with outreach assistance by collaborator. Flyers/posters created by Foraker as requested by collaborator
NO MINIMUM	PREFERRED PARTICIPANT MINIMUMS	15 PER CLASS
1 week from date of training, last minute cancellations will result in an administrative fee of \$100	CANCELLATIONS	If minimum numbers of participants are not pre-registered, Foraker will cancel 3 days in advance. Refunds available per person