

## **Thank you for your interest in conducting a workshop at Wintergreen Studios.**

A. Wintergreen workshops are 2, 3, 4 or 5 nights in length. For a 2-night program (usually Friday and Saturday nights) there is about 10-12 hours of instruction, for a 3-night program about 15-18 hours, for a 4-night program about 22 hours and a five-night program about 28 hours.

B. As an instructor, you will be provided with room and board. Your payment as an instructor will vary according to the number of participants and your base fee. Typically, our instructors receive an honorarium of \$750 for a weekend workshop with 8 participants, with an additional \$100 per person for additional enrolments.

C. **The following information is required for all submissions:**

1. **Presenter contact information** including: name, address, phone number, email address, and website address.
2. A brief and descriptive **title** of the program.
3. A detailed **outline of the program**, including: Length; intended audience; Minimum and maximum number of participants; Production, supply, or meeting space requirements, if applicable.
4. A brief (150-200 word) **description of the program** as it would appear in promotional materials.
5. A detailed one-to-two paragraph **biography** of the presenter(s) as it would appear in promotional materials.

**6. Marketing Plan:** Programs with a clear, detailed and robust marketing plan have a greater chance of being accepted. In addition, please share with us the number of contacts on your electronic mailing list(s); the publications, or media outlets where you would advertise and, if readily available, the average monthly and annual hits on your website.

**7. Past Course Offerings: (if applicable)**

Provide a list of retreat centres or other institutions where you have taught this program.

**D. The following information is optional for all submissions:**

- Resumé and other material or information related to your work.
- Professional references from 3 or 4 other people familiar with your work.
- A copy of any books, tapes, DVDs or CDs that you have authored or produced.

**E. Please email, or mail your proposal to Rena Uptis.**

Email: [rena.uptis@gmail.com](mailto:rena.uptis@gmail.com)

Mail: P.O. Box 75 Yarker, ON K0K 3N0

## Frequently Asked Questions

**Q. Can I speak with the Program Director before submitting my proposal?**

**A.** Absolutely. Please email Rena Uptis at [rena.uptis@gmail.com](mailto:rena.uptis@gmail.com) to arrange a phone interview.

**Q. How do presenters get paid?**

A. Presenters are typically paid a base fee, with an additional per-participant adjustment. We are unable to provide a detailed financial proposal until a proposal is accepted and the budget is established.

**Q. What is the minimum number of participants required for a workshop to be conducted?**

A. We like to have eight participants.

**Q. What criteria are used when evaluating proposals?**

A. There are several things we consider when reviewing a new proposal:

- How well does this program support Wintergreen's mission of inspiring people to engage in mindful living and return to their homes inspired to live sustainably? Does the proposal fall under the realm of creative and fine arts, culinary, or domestic arts? Or does the program support and sustainable building or mindful living? Projects dealing with environmental issues are also part of our mission.
- How strong is this presenter's marketing plan/promotional strategy (will he or she be able to attract enough people to make this viable)?
- Has this program been successful elsewhere? (if applicable)
- Is the presenter recognized as a leader in his or her field? (if applicable)

**Q. Will my proposal be considered if I haven't taught this particular program before?**

A. Absolutely.