



## The role of the Class Coordinator:

1. Inform students and prospects about classes, lecture demos and availability for sessions. Make and distribute flyer.
2. Arrange for housing for the instructor, and possibly transportation.
3. Find suitable space for class and reserve the space.
4. Track money and student names, addresses and phone numbers.
  - a. Collect deposits and fees for class, noting the name, date and amount each student has paid.
  - b. Track expenses and keep receipts.
5. Communicate with the instructor regarding his/her needs and wants prior to the class.
6. Clarify financial agreement with the instructor ahead of time. This includes expenditures, deposits, cancellation or refund policy. It also includes the split of expenditures in case of cancellation, expenses covered, and percentage split.
7. Go over finances with instructor during time together.
8. Energetically: Allow energy and communication to flow positively. Be direct, positive, clean and clear. Don't "try". "If you build it, they will come."

## Agreements with Coordinators

Clear agreements, clear communication between coordinator and the instructor are extremely important. What the coordinator does in his/her area and the relationship between the instructor and the coordinator are a big part of setting the tone for the class. Agreements should be fair to both the coordinator and the instructor.

## Setting up a Class

Different coordinators have different levels of experience on how to set up classes. Some people have never done it before and part of the process to set up classes is learning how to do it. If the coordinator doesn't have any experience, the instructor as well as other co-ordinators are great resources that can help the new instructor learn the process of organizing an Ortho-Bionomy class. This can involve:

1. Discussion of frequency and timing of classes for that area
2. Ideas for the flyer
3. Possible demos and other contacts to introduce Ortho-Bionomy to the community
4. How to work with other coordinators in the area
5. What other instructors could be brought into the same area
6. What we need in a classroom
7. Deposits
8. Deadlines
9. Sending out directions for class
10. For people from out of town: Hotel information, directions, etc.
11. Organizing enough tables with sheets, pillows, etc.
12. Organizing housing for the Instructor
13. Organizing transportation for the Instructor to and from the airport
14. Setting up private sessions before and after the workshop

## Coordinator's Tasks during the Class

Another factor is the different tasks, which need to be attended to while the class is happening:

1. Collecting and keeping track of the money
2. Writing receipts
3. Providing water and possibly teas for the participants
4. Letting the students know they need to bring their own snacks or if they will be provided
5. Anything else participants need to know to make this an experience (possibly second pair of socks or slippers, etc.)

## The Coordinator Fee

The coordination fee includes free attendance of the class plus some specified percentage of the income after all expenses have been deducted (ranging from 0-30%). (This doesn't include the private sessions done before and after the class). The percentage is based on:

1. The amount of experience the coordinator has
2. The commitment of hours s/he is willing to make
3. If the class minimum is met
4. If housing and transportation for the instructor are provided

For the maximum percentage split the instructor would expect the coordinator to handle everything: space reservation, client scheduling, flyer distribution, accommodation arrangements, transportation to/from airport and classes and troubleshooting for the class, housing and transportation to and from the airport for the instructor.

All expenses get deducted first. This includes the cost for production and distribution of the flyer, space rental, instructor transportation, if provided snacks at the class, approximate cost of phone calls, etc. Afterwards, if the agreed upon minimum fee for the instructor is covered, the net income is split on the agreed upon percentage.

This shows that there can't be one arrangement with everybody, but that there needs to be a clear arrangement with each coordinator.

Most instructors have a minimum fee for a weekend. Often they will ask the coordinator to have a deadline for registration two weeks before the class, so the instructor can make his/her plane reservation and can plan their private practice. It is really important to put the flyer out early (about two months prior to the class), so people can plan their schedules and their money around the class.

*One class coordinator has said "I have personally organized classes for Ortho-Bionomy for 13 years. At the beginning it was learning how to make contacts, how to reach out, but then also how to do my best and then let it happen. To me organizing an Ortho-Bionomy Class is another opportunity to apply the principles of Ortho-Bionomy and watch them work so well."*