



Guidelines and Contract for Workshop Sponsors

Sponsoring David Quigley To Teach A Workshop At Your Location

**David Quigley and the Sponsor share the proceeds, 50/50 after expenses.
David Quigley teaches the entire program, unless otherwise specified**

TUITION

The Sponsor sets the tuition cost, according to going rates at the workshop location. The standard: \$550 for a 3-day workshop, \$700 for a 4-day workshop. Early payment discounts of \$50 or 10% off are important, so early enrollment can help us plan the trip.

EXPENSES

Sponsor's expenses include:

- The Sponsor is responsible for: David's teaching fees plus his travel and accommodation, procuring a suitable location, advertising, enrollment of students and collection of tuition (our office can help with tuition payments – see below.)
- Sponsor will provide the Alchemy Institute office with an electronic copy of their flier, and/or a link to their web announcement.
- Supplies needed for most classes: tissues, mats, pillows & blankets (one mat for each group of 4 students). Breakout rooms may be necessary – 1 for each group of 4 students. Stuffed animals are sometimes required.
- If translation is required, the Sponsor will provide professional quality translation of workbooks and copyrighted materials. A copy of the translated material will be given to David.

More information about costs:

- Airfare or travel - Travel time needs to be as short as possible, direct flights to/from San Francisco are best when available. Air travel costs include \$100 for incidentals such as luggage fees, taxes, shuttle services, parking. (Driving: .55¢ per mile in Northern California only.)
- Accommodation - David is always pleased to stay at the home of the Sponsor or with a friend of the Sponsor, or the Sponsor can reserve & pay for his room in a local hotel. Sponsors provide David's daily transportation to and from class; no more than 45 minutes commute each way.
- Certification fees - Certification and CEU's cost \$40 per student, payable to the Alchemy Institute. This is an additional fee. (Not everyone wants or needs CEU's, so you may wish to let each of your students decide whether they wish to pay this fee in addition to the tuition cost.) CEU's and certification are only available to graduates who can demonstrate an existing healing arts practice.
- Incidental/optional costs:
Processing fee: \$20 each, for handling tuition payments or refunds by our office staff.
Custom Flier creation: \$100 minimum (note: no fee for use of the standard flier template).
Printing fee for reproduction of fliers – actual printing cost plus shipping.
Postage and shipping – USPS or courier rates.

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David's minimum salary

The Sponsor guarantees to pay David at least a **minimum** fee of \$700/day or \$2,000.00 as follows:
2-day workshop - \$2,000 plus expenses
3-day workshop - \$2,100 plus expenses
4-day workshop - \$2,800 plus expenses

If net income (after expenses) exceeds two times David's minimum, net income is to be divided 50-50 with the sponsor. (This usually happens when paid student tuitions exceed 15)

If class size does not meet minimum standards, David Quigley reserves the right to cancel the class 1-2 weeks prior to the trip.

Sample Calculations:

A 3-day workshop, with travel costs of \$1,000 (Airfare \$900 + \$100). Accommodation in the home of the Sponsor. Tuition of \$550 per student. Sponsor's expenses total \$600 for hall rental and advertising costs.

David's minimum	\$2,100
David's Expenses	\$1,000
Sponsor's Expenses	<u>\$ 600</u>
Total expenses	\$3,700

In this example, **7 students** would be needed in order to meet the minimum. If **more** than 7 students enroll in this workshop, the additional proceeds will go to the Sponsor, until David's minimum is **exceeded** by 50% of the net proceeds.

Example:

15 students @ \$550	\$8,250	
Less Expenses	- <u>\$1,600</u>	(total from above)
Net profit	\$6,650	Both David and the Sponsor would each receive \$3,325

The Sponsor attends for free, and perhaps other staff members also attend for free according to the Sponsor's discretion.

ADVERTISING AND PROMOTION

info@alchemyinstitute.com Add us to your email list!

AIH staff is pleased to answer questions if your potential students wish to call or write for more information. Local: 707-537-0495 Toll-free USA: 800-950-4984; info@alchemyinstitute.com

During the course of our usual interaction with clients and customers, we will actively promote your workshop to all appropriate contacts. Announcements will be posted to our website calendar and included in our e-blasts, on Facebook, and on hard copy fliers.

Sponsors will send a copy of their advertising to our office, via email attachment or link. The Alchemy Institute office can provide Sponsors with a template for creating a flier. Or Sponsors can create their own fliers and handouts. (See Incidental/optional costs above)

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Sponsors provide the Alchemy Institute with the following information for the Events calendar:

- Sponsor Name, city/location of workshop
- Contact name and number and/or email for inquiries and for registration
- Link to your website ad and/or Facebook announcements

FREE BENEFITS FOR THE SPONSOR

A free template flier is available, to assist Sponsors in the creation of their own flier.

David will provide all teaching materials, handouts, workbooks, forms and attendance sheets.

We will list your event on our website calendar and will announce it on our wide distribution emails, Facebook pages and on hard copy print materials leading up to the event.



The Sponsor will also receive the following FREE benefits (approx. value \$850 ++)

- No charge for the Sponsor's Tuition and CEU's
- One private session with David Quigley
- A set of 5 *Alchemical Journey* CD's and/or all 10 mp3 downloads
- A copy of *Alchemical Hypnosis, A Manual of Practical Technique*
- A copy of *The Alchemy of Healing*
- If you are a healing arts practitioner, the marketing and promotion will draw attention to your practice, and referrals from workshop participants.

OTHER LOGISTICS

Classes are usually from 9am to 6:30pm each day, with 1.5 hr lunch and two 15 minute breaks. David prefers to teach theatre style.

David is comfortable and experienced teaching up to 300 students.

David is comfortable and experienced in teaching with a translator at his side. If a translator is required, the number of class days may be extended.

To support the official documentation requirements for accurate student files and transcripts, David will provide an Attendance record form for completion by students. A copy of the completed form can be issued to the Sponsor, if requested.

CANCELLATION FEE

The Sponsor will return all unused product, brochures and fliers within one week of cancellation. The Sponsor will reimburse any out of pocket expenses, including creation and printing of fliers, postage and shipping costs, processing fees for payments or refunds if applicable. (Waived if rescheduled.)

POPULAR WORKSHOP TOPICS

Somatic Healing

Alchemical Past Life Regression

Healing Childhood Trauma and Neglect

Conquering Addictions

Healing anxiety, depression and PTSD

Empowerment Intensive

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WHO WILL WANT TO ATTEND YOUR WORKSHOP?

It's all about calling upon your own network of friends, family, clients, colleagues, healing arts professionals, hypnotists, healers, counselors and therapists.... AND anyone in your region who would benefit from this work. We will help to promote your workshop to our contact list, too.

Example 1. Somatic Healing Practitioner Program

What friends, colleagues, or family members would like to:

- Learn how to access and clear underlying subconscious causes of illness or disease, including auto-immune disease and cancer
- Learn powerful energy channeling and hypnotic movement techniques to relieve pain and restore flexibility in joints
- Experience 4 personal healings in class from David Quigley and the group
- Discover your inner healer and receive a consultation with them about diet, medicine, exercise and lifestyle changes that can help restore health and vitality
- Learn how to experience your inner healer giving you deep surgical healing every night in the privacy of your own room
- As a practitioner, learn how to help others heal their bodies through Somatic techniques
- Cost of tuition includes a comprehensive professional training Workbook

Example 2. Alchemical Past Life Regression

What friends, colleagues, or family members would like to:

- Learn foolproof induction methods to reach past life memories
- Discover lifetimes they have lived before
- Clear and heal past life traumas: these are often the root of vague fears, phobias and insecurities haunting the present
- Discover evidence of the true reality of past life experiences
- Clear patterns of karmic suffering by discovering and healing their source
- Discover creative abilities developed in previous lives and bring those abilities forward to enjoy in the present time ('abilities' may include: art, music, dance, writing... AND leadership, business acumen, healing, meditation powers, and much more)

NOTE: **Every student** will have the opportunity to examine their own preconception contract and thus discover the purpose of this lifetime for themselves, and then understand the meaning of any suffering they may have endured and/or the gifts they have received. Cost of tuition includes a comprehensive professional training Workbook.

Example 3. Healing the Trauma and Neglect of Childhood

- Is there anyone you know who could benefit from having a new childhood?
- Of all the counselors, hypnotists, therapists and healers you know (or could meet), who needs to help clients with these issues? And who does not yet know how to build a new inner family for their clients?
- Who do you know who wrestles with depression, anxiety, weight problems or alcohol and drug addictions themselves and/or who wants to help clients with these issues? These issues are usually related to childhood trauma, programming and neglect.
- Includes lecture, demonstration and in-class experiential practice. Cost of tuition includes a comprehensive professional training Workbook.