

Workshop Host Information

Thank you for your interest in becoming a workshop host for Nancy Faulconer, Licensed Parelli Professional. Below is an overview of the responsibilities and benefits of hosting a workshop. If you are interested in hosting a workshop, please complete & return the Workshop Host Facility Information form. If you have additional questions please feel free to contact Nancy Faulconer at parelligeorgia@aol.com or call (239)777-6670

What should I look for when locating a facility?

There must be a fenced-in area large enough to accommodate 6 participants working their horses on a 12-ft (or 22' depending on the class) lines. If you are unsure if your arena will work, please contact Nancy.

Covered or indoor arena is preferred, but not mandatory. Also, if available, it is helpful for Nancy and some students to have some panels or a round pen set up in one corner of the arena in case some students aren't comfortable riding in the larger arena. There needs to be a place where auditors can be seated with a good view and acoustics. It is not necessary to provide all the seating as auditors/riders can be informed to bring their own chairs if necessary. The participants and auditors will need access to restroom facilities; it is possible that a port-a-john will need to be rented. The facility should have sufficient safe parking for auditor cars and participant trucks and trailers on the property. For every horse attending there will most likely be one truck and trailer. The facility grounds, stables, and buildings should be clean, free from debris and in good working condition. The arena/riding area should be clean and safe for horses and participants. Please walk the area and make sure there is not any debris on the ground (glass, metal, rocks, etc), that the fencing is in good shape (any hot wire should be turned off during class). For the comfort of all, the facility manure pile should not be placed in or near the arena/riding area. **Make note of any special requirements/rules the facility has and convey it to Nancy.** Some horses may need to be stabled overnight or during the day. The facility should be able to accommodate a minimum of 10 extra horses (stalls, paddocks or pens). If most participants live nearby, that many may not be necessary. However, due to the increasing cost of gas and trailering issues, some students may wish to stable overnight even if they live close by. Since the first approx 45 min of class is without horses (i.e. simulations and discussions), some students may need to temporarily stable their horse for that time if they are unable to tie their horse to the trailer or leave them in the trailer. There will need to be accommodations for this as well as for those students that want to stay to audit the afternoon class and need a place to stable their horse for lunch and so they can watch the afternoon class. Any fees associated with the rental of a facility (including arena rental and port-a-john) will be split among the riders. You will be responsible for collecting facility and stabling fees from the riders and paying the facility or service, unless other arrangements are made. Please complete the Workshop Facility Info form and return to Nancy.

My arena is not covered...what happens if it rains, snows, or ice?

A covered or indoor arena is best...even if it is just as a back-up. However we understand that is not always possible. If the only available facility is not covered, discuss the option of scheduling an alternative rain date in case of inclement weather. If it's just a little rain, the workshop will go on as planned. Workshops will only be rescheduled in case of severe storms. For workshops that Nancy will need to fly to, this option may not be available if Nancy has purchased her ticket. Contact Nancy if you have concerns. **When deciding on a date for your workshop, please be aware of your area's weather patterns. Please choose a date that is least likely to have bad weather.**

How will people know about my workshop?

Your workshop will be advertised on Nancy's website, the Parelli website as well as mass e-mailing. Local advertising needs to be done as well. Nancy will provide you with flyers to put up in local tack & feed stores as well as any local barns & saddle clubs. A 5 _ minute DVD video clip is also available to show at any of these locations just ask! Equine publications are also a great way to advertise. Please inform Nancy of any local equine publications you feel may help your workshop be a success. Word of mouth is also a great way to advertise...spread the word! Private workshops will not be advertised (unless requested) other than possibly to mention on the website that Nancy is booked at a private workshop that weekend.

What are auditors?

Auditors are students that attend a workshop to watch and learn. They do not bring a horse to the workshop. Auditor fees are \$25 per person per day. Savvy Club members receive \$5 off each day (must present SC card). Auditors are encouraged to participate by asking questions and taking notes. Occasionally, Nancy will request volunteers from the auditors to assist with simulations or to hold a rider's horse while he/she participates in a simulation. For these reasons, all auditors must sign in that they have read the waiver of liability. The host will be responsible for collecting the auditor fees and giving them to Nancy at the end of the workshop. We will provide you with auditor sign in sheets and a copy of the waiver to place on the check in table for auditors to look over. Auditors do not need to pre-register or pre-pay.

Who do the riders and auditors contact?

Riders and auditors may contact you or Nancy for any questions. However, all riders and prepaid auditors will need to register and make payments through Nancy (rider and auditor positions are confirmed when payment is received). Nancy will keep you posted on who has paid. You will need to create a general information sheet that lists the classes being held, directions, local restaurants, local hotels, etc to give to the participants and auditors. **Each registered rider may bring one auditor free of charge.** Often, workshops will have walk in or last minute auditors. On day one of the workshop, you or a volunteer will 'check in' all the riders/auditors and collect any paperwork or money that had not yet been received. This money and paperwork will be given to Nancy at the end of the day. All auditors, riders, volunteers and hosts must sign a waiver of liability. **All proceeds from auditors go to Nancy.**

Where does Nancy stay during the workshop? Are there travel expenses? Does she bring her horses?

If the workshop is close enough for her to drive, she will bring and stay in her living quarters trailer. This is a very big rig...please let Nancy know if you feel she will have any problems negotiating the property. It only does wider, paved or well graded gravel roads-- it does not do steep inclines or the front part of it will dig into the ground. Also, we don't want to park her somewhere that she will sink in and get stuck. Nancy brings one to three horses. They can stay together in a paddock. We will need to make arrangements for Nancy's horse(s) if she brings them. **Boarding for Nancy's horses is at no charge to Nancy.** If space is limited and this is a problem, let Nancy know. It is up to Nancy's discretion if she prefers to drive or fly. If Nancy flies, she will need someone to pick her up from the airport and will need a place to stay. Please discuss this with Nancy to make sure all the details are worked out. Depending on the cost, we may need to add travel expenses to the workshop fee.

How will breakfast and lunch be handled?

There are many options to handle food/snacks. It is a good idea to have drinks and light snacks available for auditors and riders to purchase or for free (i.e. coffee, soda, water, etc). Participants/Auditors can of course bring their own lunch or you may arrange with a local saddle club, 4-H, church or concession to sell lunches at the workshop. Meals may also be made, served and sold by you, volunteers or caterer. For smaller workshops, this may not be necessary as lunch time is in between classes. For most workshops, **it is suggested that you pick up a takeout menu from a local restaurant (like Subway) to have at the check in table so folks (participants, auditors & Nancy) can order and pay when they check in before their class.** Then a volunteer can place the order and pick it up (or have it delivered) prior to the ending of the morning session. This is usually the easiest way to handle lunch as there are usually not that many folks needing lunch. **If the workshop is within a short drive (within 5 miles) to a restaurant(s), participants can leave and get their own lunches. This option will need to be discussed with Nancy as it is best if folks don't leave, but sit and visit with Nancy.** If this option is preferred, someone will still need to be available to make a lunch run for those that cannot leave the facility including Nancy. **Since Nancy and her helper cannot leave the property, we would appreciate it if you provide them with a lunch.** Make sure to inform Nancy of your plans for lunch.

What about a Saturday evening get together?

You are welcome to plan a get together on Saturday evening for students and auditors. Nancy will be happy to attend! This can either be at the facility (i.e. a BBQ) or you can reserve tables at a local restaurant. This is by no means mandatory. If you do plan a get together on Saturday, please inform Nancy so we can put the info on the Workshop Information Sheet.

Do you have Parelli educational materials and equipment to sell to participants and auditors?

Yes! Nancy carries the basic equipment to sell at the workshops. She will also bring specific items in specific sizes and colors as requested by participant/auditors. She will need at least 8 weeks notice to fill these requests. Equipment can be purchased prior to the workshop by visiting Nancy's Web Shop by going to www.parelligeorgia.com and clicking "Shop". Please encourage support for your instructor by ordering from her web shop!

Do you do assessments at workshops?

No. Assessments are done through the Parelli office. Nancy can, however help students get ready to tape their assessment. She can also do the taping and editing. Contact Nancy if you'd like more info on this option.

Do you offer a discount to the host/hostess to participate in the workshop?

If the workshop fills, you will receive a *free* rider position in the workshop. You may donate, raffle or sell (at or below face value) your rider position if desired (i.e. for fundraising). If this is of no interest to you then other options will need to be discussed which might include private lessons. If the workshop does not fill, you will receive either a 50% discount on the rider position or 1 hour private lesson. In the case that there is more than one host...each host will be entitled to half of the host benefit. Please discuss this with Nancy.

What do I need to do to set up for the workshop?

If the facility doesn't already have "arena toys", ask around. You can usually borrow some from fellow Parelli students (barrels, cones, jumps, tarp, etc). Let us know what you have access to. You'll need to make sure these are in the riding area ready to go the day before the workshop. Nancy will need to plug in her PA system. If an outlet is not available at the arena, she will need an extension cord to the nearest outlet. If the facility does not have restrooms available, you will need to rent a port-o-john. Do a walkthrough of the facility a few days before the workshop and make notes on anything you may need (i.e. toilet paper, paper towels, garbage cans, stalls/paddock cleaned, bedded, etc). Set up the "**check in**" equipment table the day before the workshop. The closer to the arena the check-in table is--the better! A standard sized folding conference table will work well for this (or two card tables). Make sure there are chairs available for you, Nancy and your volunteers. Nancy brings directional signs with her if she is not flying. You will need to put them out on key corners the evening before the workshop to make it easier for your guests (riders & auditors) to find the facility. Put out the stall cards (if applicable) the day before the workshop, this will save you time the day of the workshop. Out of town riders may choose to bring their horses the day before the workshop. You'll need to make arrangements for you or someone to meet them, check appropriate paperwork (coggins, etc) and show them where to park and where to stable their horse. Nancy will be arriving the day before the workshop/lesson day as well. Someone will need to meet her at the facility and direct her where to park, where her horses will be stabled, where the classes will be taught and a general tour of the facility.

What about volunteers?

Volunteers are an important in the success of your workshop. You will need to recruit at least 2...3 or 4 would be better. It would be helpful for you and your volunteers to meet with Nancy shortly after she arrives (as long as it's not too late) for a short introduction and to go over everyone's duties for the weekend.

1. Nancy will need a dedicated volunteer to assist her. Nothing too strenuous, but it is very helpful to her and helps to make the workshop run more smoothly. They will help her by running errands, helping her haul equipment from her trailer to the arena, getting her a drink, holding her horse (if applicable) working the volume on the sound system, etc. *Nancy's volunteer(s) should be responsible, helpful and mature, please choose accordingly.* Nancy's volunteer will need to arrive by 1 hour before workshop starts and stay to help her clean up afterward and help feed her horses (if applicable). You can use more than one volunteer for this position (i.e. one for the morning and one for the afternoon). Please make sure that they introduce themselves to Nancy as HER volunteer.

2. The second volunteer should be near the entrance to direct the riders and auditor where to park (and check horse paperwork...coggins and any other requirements the facility has).

3. Another volunteer (if available) should be near the check in table to help you with check in (you should be the primary person at the check in table) and direct the rider to their stall if applicable. You will know best where other volunteers will be most helpful. If you need advice, don't hesitate to ask Nancy. **Make sure your volunteers are well informed.** Volunteers also help to answer guest questions like the location of the restrooms, water faucet, etc. Have your volunteers arrive approx 1 hr before the workshop starts and meet with them to inform them of their duties and where everything is. Give them a tour if necessary. We will provide you with volunteer/host nametags. **All Volunteers will be able to audit all classes free of charge.**

What will the day of the workshop be like?

You and your volunteers will need to arrive at the facility approx 1 hours before the workshop starts to help Nancy set up the PA system, bring items to the arena from her trailer, set up coffee/snack table, begin registering students/auditors and to meet with your volunteers to assign them their duties (if this was not done the day before). Students will begin arriving usually about 30 min to 1 hour before the start of the workshop. You'll be checking the rider & auditor list for their name and collecting monies (facility fee, stabling, etc) or paperwork they had not already turned in. Check off their name as they arrive, issue them a name tag and give all participants the envelope with the workshop evaluation/survey (We will provide this). Remind all the participants that the first approx 15 minutes of class is without their horses. All auditors must sign in, (which states that they have read and agree with the waiver, a copy will be provided for the table), and receive a name tag (we will provide you with nametags). Once the workshop starts, there won't be much traffic at the check in table...maybe a few late arriving auditors. You and the volunteers will be free to audit or ride in the workshop. Please be flexible...sometimes things happen that are out of anyone's control. It's best to be able to roll with the punches ☺!

What are the pricing options? Public workshop or private workshop?

2012 price list: (includes travel)

- **Private lesson (per hour)** - \$75
- **Semi Private lessons per hour (2 students)** - \$65 per student
- **Workshop (3 hours)** - \$150 per student

What kind of classes do you offer?

Class type options are very flexible. Here is a partial list (let us know if you have any special requests); Level 1, Level 2, Kids workshop, Online personal space and respect workshop, freestyle patterns, Bareback workshop, Trail Class - ACTHA obstacles, Trail Savvy, Trailer loading, audition taping workshop, Online/liberty/horse behavior workshop.

Info needed from you:

1. The facility form completed and sent to Nancy.
2. Directions to your facility from the major highways from as many directions as possible (i.e. north, south, etc). Please inform Nancy if your facility will "MapQuest" easily **or** if the facility **does not** "MapQuest" (i.e. will send students to the wrong location or on roads not suitable for trailers).
3. Names and phone numbers of a couple of clean well maintained hotels nearby for those coming from out of town. Please make sure these hotels are ones you would stay at. A variety of pricing options for hotel rooms is preferable.
4. Your plans for lunch as well as names of nearby restaurants/fast food. If you could draw a map and print out a few copies for the check in table it would be helpful for your guests. Not mandatory especially if the restaurant locations are obvious.
5. Facility fee amount. Even if you own your own facility, there may be some expenses involved. If you are unsure what to charge, please contact Nancy.
6. Stabling fees (overnight stabling as well as day use) and description of what stabling is available and what is included in the stabling fee (i.e. shavings) as well as what is not included (i.e. if students need to bring their own buckets, etc). Please be as specific as possible. When deciding on the fees...remember, the students will most likely be taking a multi-day class so they'll need the stall for example for Sat, Sat night and Sun. Some may even arrive Friday afternoon. Nancy will need to know if you plan to charge **per day** or **per night**. Please let Nancy know if you have any questions on this. It is best if the students contact you for stabling if at all possible as you know what you have available and can describe it much better to the students.
7. Horse Health requirements. Nancy will need to know what requirements your state has for horses traveling **within** the state as well as coming from **outside** your state. Also any requirements that the facility requires (i.e. strangles vaccine, etc).
8. Are dogs permitted on your property?
9. If you plan to have a Saturday night get-together (either at the facility or at a local restaurant) for the students (if applicable), inform Nancy so it can be mentioned in the "general information" sheet that is given out to participants and auditors. Nancy will be happy to join in and socialize with everyone.
10. If you have a website for your facility, we will be happy to include that in the advertising and info if you would provide.
11. Names of your volunteers – remember, Nancy needs her own dedicated volunteer. Not everything above will be applicable to every location. Circumstances and situations vary from location to location. If you have any questions or concerns about any of the above info or if you would like to make any changes, we are open to any adjustments that will help your workshop and your guests have the best experience possible.

Thank you again for your interest. If you would like to host a workshop with Nancy, please contact her at parelligeorgia@aol.com