



PROGRAM COORDINATION for Instructor Development Workshop (15 clock hrs) Sponsor Agreement

Fee Structure:

\$2500 for the 2 days for Instructor Development Workshop. 1/2 of the fee due on the date below to reserve the time for the course, and is non-refundable.

Carla Cross Seminars, Inc. will also promote the event and sign up 'outside' attendees. The tuition (minus any referral fees) from these 'outside' attendees (usually less than 5) will be split between CCS and the sponsor of the event. If course attendees are doing a 'make up', no tuition will be collected. Tuition charged is \$249. If sponsor is charging (outside) attendees (those not with the organization), sponsor must charge that fee, to be fair to all registrants. (Inside your organization, you may charge any tuition you want—or none).

SEMINAR SET-UP

Technical:

Flip Chart—sponsor to provide
LCD projector—sponsor to provide
Screen for the projector—sponsor to provide

Room set-up

Sponsoring entity provides a room.
Long table at front-right of room (as you are facing the front) for Carla to use for materials
Large screen at front of room, high enough so that attendees at back can see whole screen
Classroom style audience set-up, with desks and/or chairs arranged in a chevron (not straight across), aisle in the middle
See additional requirements for set-up and materials for IDW in the companion document.

Carla Cross Seminars PROVIDES

Outlines

CCS will provide **master outline via e-mail of all outlines/handouts (approx. 100 pages per student)**; those who sponsor the seminar agree to copy and provide outlines in a 3-ring 1" binder or spiral bind—to attendees.

Clock hours and completion certificates:

The investment of this course includes completion certificates. Cross Institute, an accredited real estate school in Washington, will issue completion certificates for the event. These certificates will be used as a qualification to become an approved WA instructor for real estate clock hours, plus 15 clock hour continuing education credits for real estate

Agreed: _____ Sponsoring Entity Date: _____
By _____ **1/2 fee due by** _____
Date of this workshop: _____ Location: _____
Address: _____

