



International School of Temple Arts

Agreements, Duties, Responsibilities & Compensations for Faculty and Co-Sponsors of Workshops, Talks, Events & Private Sessions

The International School of Temple Arts (ISTA) produces and facilitates gatherings around the world in conjunction with local co-sponsors who serve as local and regional contacts and coordinators and Faculty that provide unique content.

Logistical Agreements

Intentions of Workshops, Talks, Events, & Sessions:

- 1.) To foster unity and collaboration amongst the various factions and schools of sacred sexuality and sexual healing in a given region.
- 2.) To share and expand our collective wisdom
- 3.) To disseminate cutting edge information, practices, paradigms, and tools toward the manifestation of evolved peoples and cultures, aka Heaven on Earth.
- 4.) To support educators and organizers in building their local communities
- 5.) To gather Names and Email addresses for the ISTA mailing list

Participants:

Target Participation for Pre-Events (Talks), Event, and Post-Events (for Event Area and Year):
(insert numbers here for each event)

International School of Temple Arts Roles & Responsibilities:

- Create and host Event information on ISTA websites
- Provide advice, expertise, and experience with the creation and management of all events
- Provide Artwork, Posters, Flyers for promotional material
- Promote the event to a local, regional, and international network through our mailing lists, affiliates and social networks.
- Select, manage, and schedule events, presenters, and presentations
- Handle inquiries and issues related to presenters and presentations
- Open, close, and facilitate ISTA events

- Provide follow-up mailings and ongoing networking of ISTA events to all presenters and participants

Event Co-Sponsor Roles & Responsibilities:

The exact roles & responsibilities will be specified and agreed upon for each event .

- Arrange venues, seating, sound systems and other equipment rented or borrowed. The cost of rental is part of agreed upon expenses that affect the net profits of events. Loss or damage to loaned equipment is the responsibility of the co-sponsor.

Organize & communicate lodging options for presenters and participants

- Make recommendations & offerings for event and pre- and post- events
- Disseminate promo material to appropriate email lists and local contacts
- Manage Registrations & Inquiries from Participants. In some cases for larger Events and Trainings, registrations will be handled by ISTA online and regional staff on location. (to be discussed and agreed upon)

- Create volunteer staff to ensure adequate support and ease.

(We suggest offering comp tickets to 2-4 people depending on the size of each event, who will be available before, during, and after the events to help with set up, maintenance, cleanup, sound system management, and/or audiovisual recording.)

- Marketing and promoting will include the co-sponsor, the venue and other entities to provide opportunities back link websites, post to social media networks or any other co-promotions to enhance event registrations
- Marketing, promoting, and scheduling of private sessions for ISTA teachers and practitioners

ISTA Speakers/Faculty Roles & Responsibilities:

- Speakers/Faculty agree to uphold ISTA core values
<http://schooloftemplearts.org/corevalues>
- Speakers/Faculty agree to keep ISTA coordinators and home office informed of schedule changes, conflicts and changes associated with publicized events involving said Faculty.
- Speakers/Faculty agree to cover their own airfare, travel and miscellaneous expenses with the intention of earning the income to cover these expenses through talks, workshops, conferences and trainings income.
- Speakers/Faculty is responsible for advertising private session work during the length of stay at the venue.
- Speakers/Faculty agrees to withhold non-ISTA promotions within a 50 mile radius for a period of seven (7) business days before and after an ISTA event.
- Speakers/Faculty agree to provide ISTA relevant information to promote events, including biography, images, course descriptions, available dates/times, etc.
- Speakers/Faculty agree to present their content and teachings with integrity and discernment for the audience in attendance
- Speakers/Faculty agree to promote their content and association with ISTA to their personal/business email lists, social media accounts, e.g., Facebook, Twitter,

YouTube, and to add the ISTA event to the newsletters and blog entries leading up to the dates of engagement.

- Speakers/Faculty agrees to share email lists and contact information of attendees within 3 business days of any appearance.
- ISTA and Speakers/Faculty receive video footage of their presentations to be used in a 100:100 manner, e.g., full rights to use footage in any way without restriction by the other. Due to unforeseen circumstances not every talk is guaranteed to be filmed in its entirety.

Benefits of Presenting:

- - Peer to peer networking opportunities
- - Global network with multiple location opportunities
- - Marketing and Promotion on multiple websites, newsletters, Facebook, Twitter, Youtube, Blogs
- - Credible brand association to add to your resume
- - Knowledgebase and supplemental information to enhance your practice
- - Collaborative marketing opportunities
- - Sell Your books and/or products at the conference
- - Receive a free video copy of your presentation, 100:100 shared rights for use
- - Receive a free webpage on the ISTA global site schooloftemplearts.org as well as the continent of your talk site, e.g., ista-australia.org

Financial Agreements

Both Coordinator and Speakers/Faculty agree to keep production expenses to a minimum. Included are venue fees, advertizing, some transportation, meals, and lodging during events and session days for the teachers and practitioners. (eg. Often Coordinators or Faculty host the ISTA team for sessions and talks in their own home or rent a home.) Some Talks will require larger venue spaces.

In some cases, meeting hall, furniture, audio and visual are provided at no charge by an outside hired venue facility.

After the event is concluded and expenses are deducted from the gross profit, ISTA will receive 25% of the net profit, the remaining profit will be split amongst the presenters and the Coordinator(s). Presenters will receive 75% and Co-sponsors(s) (_____insert name(s)_____) will receive 25% of the remaining profits from all event revenues.

Special Conference Coordinator Partnership Split: Both producer and co-sponsor agree to keep production expenses to a minimum. Included are airfares, other transportation, meals, and lodging for the core production staff of 3 persons and co-sponsor staff of 2 persons.

In most cases, staff accommodations, meeting hall, furniture, audio, visual, and decorations are provided at no charge by the Hotel, Resort, Restaurant, or Conference facilities. They are compensated for these contributions by revenues from hotel room, food, and beverage sales. If

predetermined attendance goals or sales are exceeded, then it is appropriate to negotiate for a percentage of these revenues to be paid to the Conference producer from the Hotel.

The 50/50 model is an equal partnership. We both bring great gifts to each other and honor each other by being equal in the work we accomplish together.

A 50/50 Equal Model needs to offer a true & fair half/half in all aspects.

Set – Up Costs 50/50

Set up costs will be between \$3,000 and \$10,000. Approx ¼-1/2 of that will be venue deposits to be split 50:50 as upfront fees. All costs are agreed in writing and clearly state donation versus fee-based rentals for space or equipment.

Bank Account/Fees

ISTA will open accounts in each conference venue location unless a Coordinator has graduated to be a repeat location and can manage an account. All bank fees and currency exchange fees are shared 50:50 between ISTA and Coordinator.

Website

ISTA provides a centralized website, event management system, social media and payment processing system along with a project manager to support the Coordinators with edits and content.

Ticketing

ISTA is developing a ticketing system to streamline the payment process, tracking and reporting. This will eliminate the Google docs spreadsheets as the main tracking doc.

ISTA Teachers

ISTA facilitates between 3-15 teachers to establish income-producing store items, workshops, demos, movie screenings before and after the conferences. Teachers still pay their travel and accommodations (unless Coordinator sets up a barter) and their registration fees are treated as costs of the events, after which net profits are split 25% (ISTA)/75% (Teacher).

Speaker/Teachers Costs

Up to two Ambassadors can attribute their airfare to the costs of conference/training. These vouchers are limited to \$500 to conference and \$500 to training per person, max of \$1000 per Ambassador. Coordinators will look after these Ambassadors over conference and will assure them good accommodations.

Keynote Speakers

The current model will cover travel and accommodation of one leader in their field who will likely draw 10-30 people to attend. Any speaker fees will be covered by Sponsorships and not counted as costs of the events. On a case-by-case basis, a second keynote may be added under the same terms depending on their draw for registrations.

Completion of Financials

Coordinators will set up the venue, stay overnight and receive participants as they arrive on the first morning of training, settle up payments etc and negotiate a roster for participants who are

not paying full price (assistants) to attend to basic tasks in assisting throughout the six days. Coordinator may opt to gift their spot in training in the form of scholarship to one or more participants.

Coordinator will have both conference & training financial spreadsheets within 7 days and final monies payable within 14 and no later than 21 days post the event.

Disclaimer

Sedona Temple and the International School of Temple Arts reserves the right to audio and visually record and document all classes, events, and conferences. Special room positioning is available for those who do not care to be captured.

Please note that Sedona Temple and International School of Temple Arts is a non-profit religious and educational organization. We rely on donations for services and are in gratitude for each and every attendee who contributes their time, donations and services. For this reason we offer a no-refund policy on our registrations. If there is compelling reason a devotee cannot attend, we offer similar value in credit toward future events or offerings. Each situation is treated with utmost compassion for the exchange involved.

Relational Agreements

Our desire is to work with a team of visionaries bringing cutting edge tools into the mainstream, and it is our hope to work with our Faculty in a way that fosters ease, effectiveness, joy and goodwill. For this reason, we at ISTA strive to practice the interpersonal skills that we teach, and hope that our Faculty do the same. It can sometimes be more important to tend to the dynamics of working together than to some of the immediate logistical needs.

We at ISTA have found that these understandings work well for creating both an exceptional event and satisfying goodwill among the producers. We ask you to agree with us to:

- make clear requests for what you need and want
- Clarify any questions that arise, by asking and answering as soon as possible.
- Be available by phone and online in the days leading up to the event, as last minute questions tend to arise and need attention.
- address any questions, problems, or issues, quickly and directly with the person(s) involved
- take full responsibility for your own satisfaction with all interactions and communications surrounding the events. In other words, if you need more clarity or understanding, please ask for it.
- to pitch in to help in any way that is needed at the time. Sometimes challenges and issues arise at the last minute.

As representatives in the field of Interpersonal Relationships, we feel that the intent for relational mastery is an important component for the event producers, co-sponsors and Faculty. We agree to be willing to embody healthy communication and relational mastery in our interactions with one another, presenters, participants, and all others involved in event production.

We intend a successful, inspiring, expansive, abundant, and fun Co-creation and Event.

Mediation Agreement

In keeping with these relational agreements, in the event of unresolved differences both parties agree to pursue mediation with a neutral third party to find resolution.

Cancellations

Due to the nature of ISTA's donation-based income model, and its non-profit status as a religious and educational organization, there is a no-refund policy for registrations. In the event a registrant cannot attend, a credit toward future events or trainings is offered less a 12% handling fee. For cancellations less than 14-days prior to the event, or no-shows, a 50% reduction in value will be assessed. Any exceptions to this policy will be carefully considered on a case-by-case basis.

Modifications and Changes

This agreement may be changed, amended, modified, extended, or terminated by mutual consent provided that such consent shall be in writing and executed by the parties hereto.

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ISTA Co-sponsor/Faculty Member
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