

SPEAKER APPLICATION FOR EDUCATIONAL SEMINAR

Today's Date: _____ Name of Speaker: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Are you a member of Ever'man? Yes Member # _____ No

Topic/Title of Seminar: (Note--Your seminar must be centered on a topic not a product)

Description of Seminar: _____

Class Format: Demonstration Lecture Hands-on Demonstration/Lecture

Date & Time You Are Requesting: _____

Speaker Guidelines

In order to guarantee a pleasant and enjoyable experience for your class, we ask each speaker to adhere to our guidelines listed below.

- Please check-in at the customer service desk at least 30 minutes before your class is scheduled to begin. If you need any help setting up the room or have specific needs, please let our Membership Services staff know at least 24 hours in advance.
- If you need to cancel your class for any reason, please let the Membership Services staff know as soon as possible.
- Please start your class on time, and do not let your class run overtime. Structure your subject outline to fit the class time allotted. You and your class participants are welcome to stay *after* for any additional discussion (barring there is not a class scheduled immediately afterward).
- Promotion of your personal business shall be kept to an absolute minimum. Please respect class participants by not soliciting your business during an educational seminar.
- **The purpose of your presentation is to educate, not to sell. We will not accept class proposals that are specifically intended to sell a particular product or business service.**
- **The community room will not be reserved to organizations/speakers who sell products or services in direct competition with Ever'man Natural Foods. The Membership Services Director reserves the right to review and refuse each class on an individual basis.**
- **Absolutely no selling, displaying, soliciting, or promotion of any product.**
- **No money may change hands in the community room**
- You are responsible for making copies of your own handouts, recipes, or any other information passed out to your class.
- **You must have plenty of business cards available.** Lay any brochures on a table for those who want more information, but don't pass them out. You want your class to be an educational lecture, not a commercial.

- Your seminar listing will appear in Ever'man's *The Healthy Alternative* newsletter free of charge. Please provide the Membership Services Director with no more than 50 words describing your seminar.
- All of the seminar leaders are solely responsible for the content of their seminars and representation of their credentials.
- Ever'man reserves the right to add or change restrictions as necessary.
- Ever'man reserves the right to deny any request for any reason.

Signature _____

PLEASE ATTACH CERTIFICATION(S), LICENSE, BIOGRAPHY, OR RESUME FOR EVER'MAN'S RECORDS.

Payment for the community room rental must be paid at the cash register or mailed within four weeks after the scheduled class. Please make check payable to Ever'man.

Ever'man Natural Food's Disclaimer:

The information that is provided in seminars is solely for the participants and is thought of as accurate. Ever'man Natural Foods Cooperative will not be liable to you for any damages direct or indirect, lost profits or data arising out of your use of the information.