

## Sponsor checklist

- Advertise the workshop with the contacts you have for your area such as email lists local, regional, and national. Karen will send out an email brochure to her database as well but often you as the local sponsor have the most updated email addresses within your community.
- Advertise on websites, in newspapers and other local publications if applicable.
- Call potential attendees (including midwives, doulas, doctors, nurses, CNMs, students, apprentices, midwife assistants, lactation consultants, childbirth educators, etc) and tell them about the class.
- Copy the brochures and distribute in your area to all interested parties if this is applicable

## **Workshop Facility Information**

- Secure a facility for the workshop (i.e.: a good-sized living room (preferred) or birthing center or office). It is expected that the class will be held at the sponsor's home or office.
- Please make sure the floor is carpeted or that yoga mats are available. You must also provide enough pillows for everyone to sit on, and preferably something to cushion their knees while they are skill testing. Karen has learned that in asking participants to bring their own pillows usually 2 out of 14 will actually bring something. So you need to make sure there are enough for everyone.
- Karen needs to be able to set up the **afternoon** before the class. If this is not possible then this is not where the class can be held.
- Absolutely under no circumstances will Karen teach a class at or sleep at a location that has animals chained up, locked in small enclosures, or not allowed in the house (though they could be kept outside during class). This may be totally okay with you and you may feel you are a good pet owner but in doing so much traveling she has decided it is TOO deeply upsetting for her to be around. This is non-negotiable.
- Karen brings her own projector, screen, speakers and computer for the workshop but will need a small table for projector and computer.

**NOTE:** *Karen has a physical limitation with her knee (will need a knee replacement in the near future and wears a brace now) and will require assistance with all lifting and moving of equipment and luggage. It is expected that the Class Sponsor will do this or appoint a strong-bodied person to assist as detailed below. This means you are **not just helping** her to bring the bags in but rather you (or whomever you designate) **carry everything in and out of that location**. If you cannot ensure this happens ahead of time then the class cannot be scheduled. For instance Karen did a class where there were a lot of stairs and because the sponsor had her husband taking care of the baby while she helped set up, Karen did a LOT of the carrying up the stairs since there were only the 2 of them. Please do not let this happen. Get others to help carrying in the bags, they are heavy and there are a lot of them and it is a HUGE problem for Karen to carry them into and out of every location. Remember she does this all the time, not just at your location.*