

HOW TO REQUEST AND SCHEDULE A COURSE

1. Choose a course/seminar from the course catalog that you would like to host.
2. Submit a completed course request form to Wave of Life via fax.
3. Wave of Life will forward the request to the instructor.
 - a. The instructor has the option to: accept, decline, or ask for alternative dates
4. The instructor will fax back the signed course request to Wave of Life.
5. If the instructor either accepts or declines the request, Wave of Life will fax you a copy of the signed course request form. If it is accepted by the instructor the course is officially “confirmed.” If declined, the course is not available.
6. If the instructor requests alternate dates, Wave of Life will contact you to request alternate availabilities if possible, and act as a “schedule broker” between you and the instructor. Please do not call the instructor yourself to work out these calendar issues.
7. As host you are responsible to:
 - a. Secure a facility to host the course.
 - b. If paying “Cost Plus” (see payment policy) provide travel and accommodations for the instructor.
 - c. Collect and remit deposits and tuition payments to Wave of Life.
 - d. Directly contact the instructor to schedule any additional meetings you might desire (mid-week, Sundays, etc.) apart from class time associated with the schedule course.
 - i. You are responsible for honoraria/love offerings for any meetings not associated with the scheduled course and payment is to be made directly to the instructor for these meetings.
 - e. Provide a place/opportunity for instructors to sell any books, tapes, CD’s, materials, etc. that he or she may wish to promote.