**How to Organise a Tellington Workshop**

Thank you for your interest in organising a workshop with Rebecca Booth, Elementals Equine Therapies. Clinics are normally fun and filled with information. As the organiser, you can attend the workshop for free however there are a number of responsibilities. To help your workshop be successful, here is a quick guide to help you get organised. We are available to answer any questions

1. Set a date & how long workshop will be
2. Agree a price per person, each area will have a different price and will take into account travel, venue cost (if any), accommodation (if any) and my time
3. Choose a Venue.
	1. Bodywork Workshop
		1. Shady area where horses can be worked on. Ideally, small yards but a tie up situation is also fine
	2. Groundwork
		1. Arena with a minimum of 9 to 10 jump poles in a perfect world 16 is perfect.
	3. All workshops
		1. shady area to gather for theory component
		2. Yards for horses to be able to rest during sessions
		3. Area for people to park floats
		4. Nice to have but not 100% access to electricity to make tea etc
		5. For workshops longer than 2 days undercover areas are useful
4. Get some interest
	1. Create a flyer (we can provide a template)
	2. Advertise on Facebook, riding clubs in your area etc
5. The boring admin stuff
	1. Send out Registration form
	2. Must have a minimum of 6 paying people
	3. Be strict with getting deposits paid (don’t hold spots for people without deposits)
	4. Keep in touch with the participants re details like starting times and other logistics such as parking, directions, rules of the venue
	5. Ensure any equipment is readily available on the day.