

OPERATING POLICIES AND PROCEDURES

POLICY TITLE:	Events, Application Process and Advertising
EFFECTIVE DATE: REVISION DATE:	12/8/13 Revised 3/20/22, 4/18/22 BOR, 6/20/22 BOT, 9/23/22, 9/20/23
POLICY APPROVED BY:	Board of Trustees
RESPONSIBLE AREA:	Board of Regents and Board of Trustees

POLICY DESCRIPTION

The Center for Spiritual Living Delaware sponsors workshops and events.

PROCEDURES

Workshop and Event Application Process:

1. The Board of Regents appointed person sends out the relevant Event Application Form (50/50 or 33/33/34) to presenters who desire to offer an event, workshop or concert sponsored by CSL DE.
2. The application is given to the Administrative Assistant at least one month ahead of time.
3. For onsite events, 50% for Presenter and 50% for CSL DE.
4. For offsite events, 33% for Presenter, 33% for Venue, 34% for CSL DE. There is a separate Event Application for this situation.
5. Workshops/Events are evaluated by the Board of Regents for approval.
6. The Board of Regents notifies the Workshop/Event Presenter of the acceptance.
7. Contracts for anything other than the standard split of 50/50 or 33/33/34 after CSL DE expenses with no minimum must be approved by the Board of Trustees. The Board of Trustees appointed person negotiates terms of the contract that are anything other than 50/50 or 33/33/34 applications. Contract is signed by BOT member and Presenter following Board approval if applicable.

Advertising

1. Administrative Assistant creates flyer with information on the application (see below) and oversees the posting of events in the newsletter, website and other social media.
 - a. Content for flyers and workshop or event
 - b. Promotional Photos
 - c. Documents submitted need to be, if possible, in an editable (non-pdf) format
2. Timeline - Application to Administrative Assistant 4 weeks before the event. Flyer and Paypal button to Social Media Team 3 weeks before the event along with the date promotion begins. Promotion on website, newsletter and rundown begins 2 weeks before the event.
3. After the flyer and PayPal link are in place on the website, the workshop or event is placed in the Sunday Rundown and in the Newsletter for advertising.

***See Events Point Person policy for information about Volunteers at events

Contact the office by phone 302/635-7316

FYI: This policy is a guideline for an effective relationship within the Center for Spiritual Living and Center for Spiritual Living reserves the right to change or amend this policy and procedure at any time to support the Highest and Best for our spiritual community.