

Thank you for applying to run a workshop at OM!

Please submit all required information at least 4 weeks prior to the workshop date requested to allow enough time for scheduling and workshop promotion.

Compensation:

OM will receive all payments for your workshop. After the total sales are calculated the profit is then divided into a 70 / 30% split. 70% to the teacher of the workshop and 30% to the studio.

If you choose not to advertise your own workshop through OM or provide social media posts, the studio will do so for you at a 50/50% split.

We require at least 4 images and captions to promote your workshop properly.

Please invoice no later than 1 week with the breakdown and amount owing. Please send your invoice to hello@OMdundas.com.

OM will be responsible for:

- Marketing it through our social network: Facebook and Instagram at least once a week.
- **It is YOUR responsibility to provide photos and captions for the OM team to post.**
- Advertise it on our website: under workshops and events webpage
- We will design the poster, print it & post at the studio, **and provide several copies to you for you to share and post throughout the community should you request them.**
- Process payment in studio
- Absorb the cost of credit card processing fees
- Provide the room, clean and ready to go! You will have access to our props and tools in our studio to use as you require.

As the Teacher of the workshop you are responsible for the following:

- Complete in full the workshop application form.
- Promote the workshop through your personal/business social media.
- Provide a photo for the poster. Must be a high resolution and not copyrighted. If you don't have one, let us know and we will find one for you.

Cancelation/Postponement Policy:

- The workshop will be cancelled if mutually agreed upon. It will only be cancelled or postponed if there are 2 or less people signed up (unless the facilitator is ok with teaching few students) and can be canceled no less than 48 hours (2 days) prior to the event
- If the workshop is canceled/postponed, participants will be contacted by OM.
- Workshop participants must pay at the time of enrollment. Unpaid enrollment is not allowed.
- If a registrant cancels more than 24 hours before the workshop, they can receive a credit on their account. The teacher is not paid for this person.

We will review workshop applications as they are received.

Please give 5 days for review of content and dates available.