

FBEAP Certification Clinic Hosting Information

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Dear Prospective Hosting Partner:

Thank you for your interest in hosting a seminar with Elaine Davis' Stable Guide Series! The Stable Guide Series is designed to be the ultimate education in Faith Based Equine Assisted Philosophy work. Elaine Davis has coined the term "Faith Based Equine Assisted Philosophy"

In the enclosed materials, we hope you will find everything you will need to be a "Stable" Host! If you have any questions or concerns, please contact us, and we will do our best to help. For 2016/2017 we will continue to offer hosts a commission for their referred, full-pay/group rate/students rate participants, free admission for one host, and one free seminar "scholarship" once enrollment has reached ten registered participants (to be used by a person chosen by the host.)

Please bear in mind that hosting is a tremendous responsibility as well as a valuable opportunity. When you bring the Unbridled, LLC to your community, you have a chance to enhance your professional reputation. By hosting a quality seminar, you also contribute to the reputation of the Stable Guide Series. We know that working with you will be a divine connection... The Kingdom is built through relationship! We appreciate your choice to become a leader and facilitator in this exciting, life-changing arena, and if we can be of any help to you, your program, or ministry succeed, please do not hesitate to call on us.

Sincerely,

Elaine Davis

HOSTING DUTIES

1. Discuss Dates and Location with Elaine Davis and pay the \$500 hosting deposit to hold the date

2. Provide a location

- an equestrian facility and equine helpers that meet minimum standards for hosting.
- contact local hotels for a group rate for attendees

3. Get the word out!

- Submit contact information (email or snail mail) for potential participants to the Stable Guide Series/Unbridled LLC for marketing purposes
- Fax or email local media outlets press releases announcing the event.
- place the event information on any local event calendars, online list serves, etc. •

3. Supply Meals/Snacks/Beverages for all participants for the duration of the clinic

- Provide coffee, bottled water, and soft drinks throughout the seminar.
- Arrange morning snacks and lunches within the \$10/person/day budget.

4. Additional Requests:

- Adhere to the hosting timeline, as far as submitting information to the Stable Guide Series/Unbridled LLC as well as the local community.
- Place Elaine Davis and the Stable Guide Series, LLC, and the rented facility as an additional insured (AI) on the host's liability insurance policy.

HOSTING PREFERENCE

Once a prospective host has met the minimum hosting and facility requirements, priority is given to scheduling the seminars in the following order:

1. Previous hosts and facilities that have been rated "Outstanding" by seminar participant.
2. Venues in underserved locations
3. Hosts who are certified FBEAP professionals
4. Hosts who are FBEAP members
5. General public

Financial Responsibilities

Elaine Davis and Unbridled, LLC is responsible for:

1. In-house seminar marketing
2. Host local marketing costs, if any (as pre-approved by the Stable Guide/Unbridled LLC)
3. All trainer expenses • Manuals and other participant materials
4. One seminar attendance fee for the host(s)
5. Reimbursement for Lunches, morning and afternoon snacks, drinks for seminar participants (up to \$10 per person per day)
 - Certification certificates

The Host is Responsible for:

1. Booking deposit of \$500
2. Use of a equestrian arena
3. Use of horses
4. Use of props for activities
5. Lavatory facilities
6. Attendance for people associated with the host or hosting program (other than described above)
7. Tables for Registration & lunch
8. Seating for participants

****Any requests for reimbursement for these items need to be pre-approved by the Stable Guide Series/ Unbridled LLC before scheduling a seminar.****

HOSTING FACILITY REQUIREMENTS

The Stable Guide Series recognizes and appreciates that Stable Guide members and certified practitioners are resourceful and creative with their programming. In many ways, the unique challenges of our personal facilities can prove to be advantageous in the therapeutic learning processes with our clients. Nevertheless, in an effort to standardize the certification experience for Stable Guide Seminar participants, certain minimum requirements have been established for seminar venues.

While this measure may preclude some from hosting seminars at their own homes and programs, we believe that the comfort and convenience of the approved locations will enhance the certification experience for new and returning participants alike.

Equestrian Arena Requirements

1. In areas where the seasonal average daily high temperature is below 60° F, an indoor equestrian arena is required.
2. Indoor or covered arena size should be at least 60' x 80'.
3. Facility should be 60 miles or less from a commercial airport.
4. Seminar seating for 20-25 people is required – bleachers or chairs are acceptable
5. A variety of FBEAP/EAL props on hand – including poles, jumps, buckets, hoops, mounting blocks, barrels, etc.
6. Horse Requirements:
 - For all seminars, at least three horses are required (any breed, size, age, degree of training).
 - For seminars involving mounted activities, at least 4 horses are required – 3 of which can be mounted/rode bareback.

Lunch/Break Area Requirements

1. Several (at least 3) long rectangular tables for sign-in/registration, food placement, and
2. participant lunch. (Counters and other flat spaces may take the place of some tables)
3. Lunch/break seating for 20-25 people – arena chairs may be used if they can be carried back and forth between the break area and arena.

Restroom Requirements

1. Clean, well-maintained restrooms are required with at least one toilet for every ten people. Porta-potties may be rented to meet this requirement.

Other Animals

1. We respectfully request that any animals other than the seminar horses be kept at a respectful distance from the seminar, its participants, the food, and the restrooms.

Stable Guide Seminar Catering

An ideal luncheon might include one or more item from below:

LUNCH:

Salad: Greens, Vegetables, Fruit, Seeds, Nuts, etc.

Deli Trays (with Rolls /Condiments)

Baked Pasta Dish

Enchiladas

Soup

***Be sure to offer gluten free and sugar free items. Healthy eating is becoming more and more important to people! Our bodies are the temple of the Holy Spirit!**

A.M. Beverages: Coffee, Tea, etc. A.M.

Snack Ideas: Fresh fruit/Muffins/Granola, etc.

P.M. Snack Ideas: Trail Mix, Crackers, Fruit, Vegi's,

ALL DAY Beverages: Bottled Water and Assorted Cold Drinks

Healthy food is always best. You may want to ask if your participants have any allergies Use your gift of Hospitality! Presentation counts! Tablecloths, quality paper goods, and appropriate serving dishes add some elegance to the equine setting! A spirit of Excellence gives glory to the Father!

Stable Guide Host Catering Plan Worksheet

Please complete the catering plan below and submit to the Stable Guide Series one month prior to your seminar. Some changes may be recommended or required by the Stable Guide/Unbridled LLC, so your flexibility is appreciated. If changes are made to the catering plan by the host after it is had been submitted, please notify the Stable Guide as soon as possible.

FRIDAY EVENING

Water, light snacks, decaf coffee, tea (No dinner is served.)

SATURDAY

Morning Beverages

Morning Snacks

Lunch – Main Dish

Lunch – Vegetarian Option

Lunch – Side Dish(es)

Lunch – Dessert

Afternoon Snacks

All-Day Beverages

Morning Beverages

Morning Snacks

Lunch – Main Dish

Lunch – Vegetarian Option

Lunch – Side Dish(es)

Lunch – Dessert

Afternoon Snacks

All-Day Beverages

SUNDAY

Morning Beverages

Morning Snacks

Lunch – Main Dish

Lunch – Vegetarian Option

Lunch – Side Dish(es)

Lunch – Dessert

Afternoon Snacks

All-Day Beverages

Faith Based Seminar – “The Real Deal”

One of the most outstanding features of the Stable Guide Seminar Series, is the opportunity for participants to observe and participate in activities with actual clients. Hosts are responsible for scheduling appropriate clients for a brief 1-2 hour period during one day of the seminar (preferably 2nd or 3rd day). The type of clients you schedule depends largely on the seminar you are hosting. Please review the guidelines below, and don't hesitate to contact the Stable Guide with any questions you may have.

Faith Based Seminar Clients:

Clients of any age currently in a program or treatment for behavioral issues or mental health issues, including addictions. Clients from a Church Leadership Staff, families, teams or groups. It may be groups or individuals. Please ensure that the client(s)' program counselor is able to attend along with the client(s). Often youth programs or group homes eagerly accept invitations to participate in these activities.

Women and Horses Seminar Clients:

Clients currently work together in any work setting. Business colleagues or members of a staff. While the focus is on teambuilding and communication, rather than therapy, clients should be over the age of 18.

. Again the focus is on building on the families' strengths, learning, and cooperation. Healthy families are ideal clients, and the focus is on wellness rather than therapy.

Contact Elaine Davis for Additional Suggestions or with any Questions!

Seminar Data Sheet

Seminar Title

Local Host: Host(s) Name(s) Phone Number

Location: Facility Name, address, phone number

Date & Time: (Dates) 5:00-9:00 p.m. Friday, 8-5 Saturday, 8-3p.m Sunday

- Hotel 1 – Address, Local Phone, Rate
- Hotel 2 - Address, Local Phone, Rate

Directions to Hotels from Name of Airport (3 Letter Airport Code)

1. Type turn by turn directions and distances here (___ miles) 2. 3. 4. 5. 6.
___ miles | ___ minutes

Directions from Hotels to Name of Facility

1. Turn by turn directions and distances here (___ miles) 2. 3.

Area Attractions

Names of places here

Seminar Data Sheet

Dining Options

Names of Local “Recommendable” Restaurants here:

Weather

High’s lows and precipitation. What type of facility will we be in?

What to Bring

• Bible “Layers of clothing • Notebook/writing instrument • Brochures for your services (if any) • Business Cards (if any) • Articles for submission to the unbridledfaith.org web site blog (if any) • Camera

SAMPLE PRESS RELEASE

Dear Editor:

If you would like to pursue a story regarding the Stable Guide Series, we would be happy to provide you with photos or interviews with founder Elaine Davis. Please contact Elaine Davis at 1-608-712-6217 or 608-523-1111 or **HOST NAME** at **HOST #** for more information.

Sincerely, Elaine Davis

For Immediate Release The Stable Guide Series IS COMING TO “UNBRIDLE” (free, perfect liberty, original intended state) **HOST STATE**

The Stable Guide Series is coming to **CITY, STATE** to present its faith based equine-assisted certification seminar to the public **__DATE__**. The seminar will be hosted by **HOST INFORMATION**, and runs from 5-9 p.m. Friday, 8-5 Saturday, and 8 -3 Sunday. For over thirteen years, Elaine Davis, founder of the Stable Guide Series and Unbridled LLC, has been certifying therapists and regular, everyday people to use horses in the fields of mental health and wellness. The seminar encourages attendees to look beyond horsemanship, religion, laws, irrational fears, wrong patterns of thought, and their own biases by promoting the use of astute observation, nonverbal communication, following the leading of the Holy Spirit, Godly wisdom, the Word, and good old common sense. The seminar also provides fun and insightful equine-assisted activities that can help to “Live a Stable Life”. and be “Unbridled” (free, perfect liberty, the original intended state), in the lives of participants, or even start them on a new career or ministry path! What does it cost to be certified by the Stable Guide Series? Lunches and materials are included in the price of **\$895.00** for the three-day event.

The Stable Guide Series provides workshops, resources, and information to practitioners of Faith Based Equine Assisted Philosophy (FBEAP). The Stable Guide Series typically travels to 10 different locations worldwide each year to certify folks in this innovative approach to wholeness, mind, heart, spirit and body! We help people make the important Connections that help them find Balance; once Balance is attained, they can be Unbridled (Free, Perfect Liberty, The Original Intended State) For more information, contact the Unbridled LLC at 608-712-6217 or visit them on the web www.unbridledfaith.org
Photo samples available on request or on the website www.unbridledfaith.org

Stable Guide Seminar Profit Sharing

Elaine Davis and the Stable Guide Series Want You and Your Program to Profit from Your Hosting Experience!

Step 1: After your event is scheduled, provide the Stable Guide Series with contact information (names and addresses or email addresses) of at least 50 contacts – people you believe may be interested in your seminar. We will add these folks to our mail marketing.

Step 2: Spread the word about your Stable Guide Seminar! Ask people to tell us that you referred them.

Step 3: Each full-pay or group-rate (not a returning participant) person referred by you entitles you to a piece of the profit! Each full-pay or group-rate participant you refer who pays current rates entitles you to a \$20 commission!

Step 4: The host is entitled to attend the seminar free of charge. Once enrollment has reached ten paid participants, the host is given one free “scholarship” attendance that the host may give to the person of his/her choice.

The Fine Print

- ◆ *Host Profit is calculated two working days prior to the event. ◆ Late registrations or “walk-ins” are not considered for host profit, even if they are referred by the host or included on the host’s contact list. ◆ Referred participants must be paid in full prior to two working days before the event to be considered for host profit.*

Stable Seminar Hosting Checklist

Please Contact the the Stable Guide Series/Unbridled LLC if You Are Unable to Provide the Following:

Prior to Scheduling the Event:

___ Confirm that hosting facility requirements will be met, read and verify that you can perform hosting duties.

___ Submit the Seminar Reservation Application with attachments and booking deposit.

Upon receipt of the above information, the Stable Guide Series/Unbridled LLC will confirm, waitlist, or deny the hosting request by mail or email.

Upon Scheduling the Event:

___ Provide the Stable Guide Series/Unbridled LLC with logistical information by completing the Logistics Template with your specific information. The Logistics Template may be emailed to elaine@unbridledfaith.org (preferred), or snail mailed!

Three Months Prior to the Event:

___ Send email or snail-mail contact information for about 50 Potential seminar participants to the Stable Guide Series/Unbridled LLC – this is where your commission comes from!

One Month Prior to the Event:

___ Send press releases to local media – TV stations, newspapers, and radio stations. (Sample press release is attached – contact us if you would like more info., photos, or a digital version of the press release emailed to you.)

___ Mail or fax the Catering Plan Worksheet to the Stable Guide Series/Unbridled LLC.

___ Make arrangements for “Real Deal” clients to attend 1-2 hours on one day of the seminar (preferably 2nd Or 3rd).

___ Fax/mail a copy of the host insurance policy with Elaine Davis and The Unbridled LLC, and any rented facility listed as additional insured’s.

Two Weeks Prior to the Event:

___ Arrange catering and food for the event. Unbridled, LLC will reimburse you up to \$10/person per day for catering (all receipts are required).

Seminar Hosting Request

Unbridled, LLC 369 Terrace View W. Mankato MN 56001 or Elaine@unbridledfaith.org

Please complete this form in its entirety and submit it to the Unbridled, LLC via email or mail along with the following:

- Photographs (digital photographs of the following areas: covered/indoor arena, break and lunch areas, parking area, restrooms (unless portable toilets will be rented))
- Booking deposit of \$500**

Host Name: _____

Host Business (if any): _____

Contact Address: _____

Contact Phone: _____ Contact Email: _____

Facility Name and Physical Address:

Facility Contact Person Name, Address, Phone, Email (if different from host):

** Seminar Hosting Requests will be considered once the completed form, attachments, and booking deposit have been received by the Stable Guide Series. Seminar hosting requests will be confirmed or denied within 4 weeks of receipt.

** The host booking deposit reserves the event date and is an indication of commitment on the part of the host in working with the Unbridled, LLC to ensure the event is sufficiently advertised in the community and marketed to prospective participants. The host booking deposit is refunded if the seminar reservation is denied. The host booking deposit is refunded to the host of any seminar with at least ten paid participants. The Unbridled, LLC reserves the right to cancel any seminar that has fewer than ten paid participants 14 days prior to the seminar without refunding the host booking deposit. The host booking deposit is not returned for a seminar with fewer than ten paid participants, or if the seminar is canceled by the host for any reason after booking. In the event that the Stable Guide Series cancels a seminar for any reason other than insufficient attendance, the host booking deposit is refunded in full.

List your top choice(s) for seminar dates (see available dates on website hosting page, or call Unbridled LLC):

1st Choice _____ 2nd Choice _____ List your top choice(s) for seminar name:

The Stable Guide does not typically pay to rent arenas, facilities, horses, stalls, portable toilets, tables, chairs, and other items. Please describe below any cost (as well as an estimated amount) that the Stable Guide would be expected to pay or reimburse to the host other than catering costs and host referral commissions:

Briefly state why you would like to host a Stable Guide Series seminar - particularly why it would be preferable for you to host a seminar rather than attend a seminar hosted at another facility.

Please sign, date, and print your name below. Thank you for your application!

Signed: _____ Date: _____

Printed Name: _____