DogGuru.ca
Pet First Aid Certification

HOSTING ARRANGEMENTS 2013
Co-Production Responsibilities

1. Venue use only
10% Venue / 90% DogGuru

2. Venue use with Equipment
11-20% Venue / 89-80% DogGuru
(See below for details; percetage dependant on equipment provided.)

Typical course registration fee is between $185 and $215.
Generally 15-20 participants.

Venue Requirements
- Clean, good smelling
- Washroom facilities available on site
- Climate controlled (heating/air conditioning)
- Sufficient space for tables and seating for up to 20 participants
- Sufficient parking available for up to 20 cars
- Electrical outlet availability

Equipment
- Tables - in good shape, rectangular 6' long are ideal, no less than 2' of table space per participant, sufficient for 20 participants.
- Chairs - in good shape, preferably matching, 20
- Wifi
- Projection Screen (large white wall may suffice)
- Digital Projector - 3000 lumans or more
- Computer Speakers (if projector not equipped for sound)

Shared Co-Production Responsibilities includes:
- Printing & flyering
- Inclusion on website
- Newsletter / Ezine
- Social Media blasts (Facebook, Twitter, LinkedIn, Meetup, etc)
- Postings on both underground and mainstream web based events calendars within a 60km radius
- Postings on web based classified sites (Kijiji, Craigslist, BackPage, etc)
- Printed event announcement in local newspaper(s).
- Spot on local radio station community calender.
- Additional press, announcements, website inclusion, events boards, etc

DogGuru Responsibilities include:
- Processing of registrations through online registration system
- Responding to questions and inquiries regarding course, via phone or electronic methods
- Payment to Venue of agreed upon percentage, on day of event
- Travel costs and arrangements for presenter & assistant
- Providing manuals and teaching materials to students

DogGuru.ca . Toronto, ON . 647-428-3819 . courses@dogguru.ca