

Sponsor Checklist

- Download, read and sign the Sponsor Agreement and send it, along with deposit, to the HFC office**
- Set the workshop date**
- Select an Instructor - the HFC office will facilitate this process**
- Confirm a location - please read "Picking a Site" for details on selecting a location**
- Download, fill out and send Lynn the Workshop Add Form. PLEASE NOTE: Your workshop is not officially added to our calendar & registration system until this form has been sent in!**
- Gather your list of email contacts and send them to Lynn.**
- Download and read the Sponsor Resources document from our website**
- Start marketing locally - specifics in the Sponsor Resources document**