



Co-op Classes Description Form

Thank you for your interest in offering a class or hosting an event at the Co-op!
As a teacher or event host you will receive a 10% discount for the week following your class or event in appreciation for your contribution to the community. Following is some information to assist you in planning for your class or event.

Times and location

Classes/events are typically set up for Wednesday evenings at 6pm but we are open to other times to accommodate your schedule. Classes/events are held at the DNF classroom across the parking lot. The classroom has a kitchen and accommodation for 8-10 people for hands-on classes or up to 20 people in lecture-style seating.

Fees and pre-registration

Classes/events may be free of charge or presented for a small fee. You may require pre-registration and a participant minimum/maximum or go with a "FREE, just show up" policy.

Classes/events requiring a fee and pre-registration is accepted at the Co-op cashiers anytime during Co-op hours and up until 8pm the night before the class/event. A tally will be taken the night before the class/event to determine if the minimum required participants are registered, otherwise the class/event will be cancelled the morning of the event. Please be sure to let me know if you have any registration as soon as possible and especially prior to the 'day of' so participant minimum and maximum requirements may be monitored.

Promotion

To bring about the greatest success, class/event promotion best seen is a responsibility shared by the teacher/host and the Co-op.

The Co-op will promote your class/event via:

- posting Co-op class/event flyers in the community and in the Co-op
- our weekly *Food for Thought* electronic newsletter
- our website landing page & calendar
- the Durango Natural Foods Co-op Facebook page and a FB event will be created
- PSAs submitted to the Durango Herald, KDUR, the Telegraph (free events only) & KSUT Community Calendar

You, the teacher/host, will promote your class/event via:

- your website, Facebook, Instagram, Twitter accounts, and emails
- posting class/event flyer in local businesses and community bulletin boards around town

Please submit the following required information for your class/event to design@durangonaturalfoods.coop:

(Please Note: titles and descriptions may be edited and/or shortened for flyers & handbills but longer versions may be used for Facebook event pages, website & KSUT Community Calendar events.)

- 1) Class/Event Name
- 2) Taught/Hosted by
- 3) Class/Event Description
- 4) Date & Time (preferred)
- 5) Fees or Free
- 6) Pre-registered participant minimum/maximum

Again, thank you for your contribution to the community through the Durango Natural Foods Co-op!
Contact me with any questions at design@durangonaturalfoods.coop or my personal cell, 970-426-8815.

We are excited about your class/event and look forward to seeing our community enriched with your skills!
Sarah Wright
DNF Co-op Class/Event Coordinator