

FLATFORM

FACILITATOR INFORMATION GUIDE



If you've ever had a crash course in art history, we're almost certain that you discussed the Renaissance. The Renaissance was a transformative time where a steady flow of knowledge was valued. The term Renaissance (wo)man came to describe a person with many talents or areas of knowledge.

This idea stuck with us.

The power of art and creative expression is one that has always been important to us, so much so, we created a career out of it.

As design professionals, we strive to be modern day Renaissance (women). With this comes an understanding that (creative) burnout exists. We understand the need to constantly seek inspiration, expand your knowledge, and experiment with new mediums. We also understand the importance of having a space where you can do this with no limitations.

With this in mind, we seek to create and grow a community that promotes the sharing of ideas and skills. We welcome all individuals from the digital, visual, and applied arts to join us in teaching and learning.

Think "The School of Athens" with more creative intellectuals.

Our space is intimate, bright and encourages artistic participation. We've provided the tools needed to teach and/or attend your ideal workshop.

Let's get started.

The classroom is available to rent from 6 a.m. to 12 a.m. daily, subject to availability. All events must end by 12 a.m.

We allow our facilitators to use the space for personal projects, free of charge during open workshop hours, which will be published week to week,

Please note that this is a place of business when it's not being rented for events or used for workshops. Please take care of the space and amenities so that we can continue sharing our space with the community.

DAILY RATES

MONDAY	\$30/HR
TUESDAY	\$35/HR
WEDNESDAY	\$30/HR
THURSDAY	\$40/HR
FRIDAY	\$45/HR
SATURDAY	\$50/HR
SUNDAY	\$45/HR

ADDITIONAL FEES

\$15 tool fee
\$35 cleaning fee
\$100 damage deposit





POLICIES AND PROCEDURES

BEFORE A CLASS

- Class proposals are due 6 weeks in advance.
- If you wish to teach a class, the date must be reserved at least four weeks (30 days) in advance.
- Marketing materials are required at the time of date reservation
- Classes may not be canceled. Classes may be rescheduled within 36 hours of class date.
- A minimum of 3 attendees are required for class to take place. Instructor is allowed one rescheduling day if attendee count is below the minimum.
- Tickets are non refundable but the amount spent may be used towards a future class within 3 months (90 days) of original class date.
- Each class being held at our facility must be booked through the Flatform Studios scheduling portal.
- Registration ends 48 hours before scheduled class date. Notice of any changes must be provided to Flatform Studios and attendees at least 24 hours in advance
- Classes are limited to 16 attendees.

AFTER CLASS

- Clean up after each class and make sure tools all are returned to their proper place.
- Supplies are checked before and after each class takes places. Instructors are responsible for replacing any missing supplies or damaged property.
- Make sure all lights are turned off and all doors are locked before leaving the building.
- Payment will be disbursed 7-10 business days following class date.

PROVIDED TOOL LIST

SCISSORS	4
CRAFT KNIVES	4
GLUE BOTTLES	4
GLUE STICKS	2
RULERS	6
SELF HEALING MAT	4
ROTARY CUTTERS	4
GLUE GUNS	4
SEATS	12

APRONS	12
SAFETY GOGGLES	12
HAMMERS	2
SCREW DRIVERS	2
CHALKBOARD	1
55” TCL SMART TV & REMOTE	1
DREMME TOOL	1
YUDU SCREEN PRINTING MACHINE	1
4X8 WORK TABLE	2



FACILITATOR PACKAGE

YOU PROVIDE YOUR OWN MARKETING FOR US TO SHARE ON OUR CHANNELS

YOU DESIGN YOUR OWN CURRICULUM

YOU SET THE PRICE OF YOUR CLASS

YOU PROVIDE YOUR OWN MATERIALS

BOOKING HANDLED THROUGH PLATFORM STUDIOS EVENT PORTAL

YOU SET YOUR SCHEDULE

YOU PAY DAILY RATE (INCLUDING ADDITIONAL FEES) **OR** 30% OF CLASS PROFIT

CLASS PROPOSAL

YOUR ANSWERS MAY BE SUBMITTED ON A SEPARATE SHEET IF MORE SPACE IS NEEDED

PROOF OF ACKNOWLEDGMENT

YOUR NAME

YOUR PHONE #

YOUR EMAIL

YOUR EXPERIENCE WITH CLASS SUBJECT

YOUR BIO (IN 3RD PERSON)

CLASS NAME

CLASS LENGTH

CLASS DESCRIPTION

CLASS SIZE (UP TO 18)

NECESSARY MATERIALS PER ATTENDEE

NECESSARY TOOLS PER ATTENDEE _____

TICKET PRICE PER ATTENDEE _____

I am interested in: OPTION ONE: DAILY RATE OPTION TWO: 30% OF PROFITS

By signing below I acknowledge that I have received a copy of Flatform Studios Facilitator Information Guide

I understand that this manual contains information regarding Flatform Studios rules, regulations and information which affect me as member of the Flatform Studios facilitator community.

I acknowledge that I have read and understood company policies and failure to comply may affect my membership

I also understand that the company may revise, supplement or rescind policies, procedures or benefits described in the Facilitator Information Guide, with or without notice.

Print name

Signature

Date

PLEASE PROVIDE A PICTURE OF YOUR SELF AND CLASS PROJECT FOR MARKETING PURPOSES

PLATFORM

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