



Community Room Program Proposal Information

BOULDER
SHAMBHALA MEDITATION CENTER

share your passion

The Community Room of the Boulder Shambhala Meditation Center is available for classes, programs and lectures that are not a part of our core Shambhala Buddhist curriculum.

The following information will assist you in completing your program proposal.

Program Structure

Program proposals are accepted at any time. In order to meet publication deadlines programs are planned approximately 3 months in advance or more.

Program Promotion

Programs may be promoted by the BSMC website, The Mirror (BSMC's newsletter), quarterly public calendar, flyers created by staff for display. If your program is accepted, you will be requested to provide a brief description to be used for publicity (along with related images if available). Instructors are strongly encouraged to publicize their program. BSMC reserves the right to alter program titles and descriptions for marketing and formatting purposes.

Program Registration

When your program is accepted we will create a registration process that works best with the nature, size and duration of your program.

Program Coordinator

In addition to an instructor, each program will require a coordinator to assist with registration, room setup, orientation and clean up. In most cases, finding a coordinator is the responsibility of the instructor. The coordinator may be eligible for work/study credit.

Program Curriculum

All programs should include clear program goals, lesson plans and activities. This assists staff in answering questions about programs and promoting programs. Unless otherwise negotiated supplies are the responsibility of the instructor (A materials fee can be added to the program cost).

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Community Room Program Proposal Application

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Name _____

Address _____

Telephone _____ home _____ work _____ cell _____

E-mail _____

Are you a Boulder Shambhala Meditation Center Member? yes no

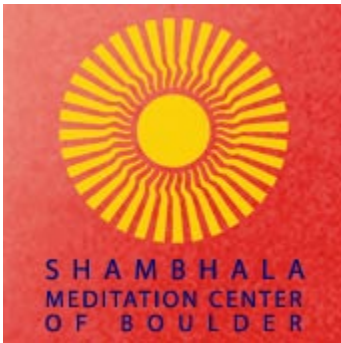
If not, what is your affiliation with the Center?

Have you ever led a program or class? If so where?

Please describe your program or workshop (use extra pages if necessary):

Please fax your completed application to (303) 443-2975 , you may also drop it off or mail it to:
Boulder Shambhala Meditation Center, 1345 Spruce St., Boulder, CO 80302

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Community Room Use Agreement

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The Community Room of the Boulder Shambhala Meditation Center is available for classes, programs and lectures that are not a part of our core Shambhala Buddhist curriculum. The following agreement describes the relationship between the host/presenter and the Shambhala Center:

- Proposals for space use are submitted to the Center Director.
- After review by staff members, programs suitable for the space are scheduled in collaboration with the host/presenter.
- Scheduled programs and events are advertised in the Mirror, the BSMC website, and, when possible, in our quarterly public calendar.
- The Shambhala Center will provide minimal program support - coordination of the entire program may be arranged through a workstudy or volunteer.
- The Community Room should be respected as a shared space and any clean-up necessary following the event is the responsibility of the host/presenter.

The financial arrangement is as follows:

- The Shambhala Center determines cost of all programs and events.
- All participants must register through the Shambhala Center.
- 30% of gross revenue is taken "off the top" to cover basic Center costs (publicity, staff time, use of space, etc.)
- Any direct expenses – flowers, reception food, materials – are subtracted from the remaining 70%
- The remainder is split 50/50 with the host/presenter.
- The honorarium will be sent to the host/presenter within 30 days of the completion of the event.

Please note: the Center does not cover travel costs unless hosting an Acharaya or visiting lineage teacher.

Event title: _____

Name of host/presenter: _____

Date: _____

Time: _____

Cost: _____ (to be filled in by Director)

Signature (presenter): _____ Date: _____

Signature (Center Director): _____ Date: _____

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