

# Naturally Healthy WomanCare and Mommy Diagnostics

## Sponsor Pre-Planning Checklist

**As a sponsor you get your workshops FREE with minimum pre-registrations met (you being the 26<sup>th</sup> participant)**

**REMINDER:** There must be at least a minimum of 25 people signed up to take the class unless otherwise agreed upon.

\_\_\_\_\_ Confirm date(s)  
Date(s) and Time(s) \_\_\_\_\_  
Pre-registration Deadline \_\_\_\_\_

\_\_\_\_\_ Set lunch plans  
Lunch may be potluck, catered, or bring your own.

\_\_\_\_\_ Distribute workshop flier to all interested parties.  
Please make an effort to reach individuals you may not have considered before. Good contacts: churches, women's groups, health food stores, pregnancy resource or support centers, area midwives, LLL groups, childbirth educators, massage therapists, hair salons, radio stations, television stations, newspapers, friends, family, and coworkers.

\_\_\_\_\_ Secure Shonda's transportation arrangements (pick up/drop-off from airport, to/from facility)  
Pick-up/Drop-off \_\_\_\_\_  
To/From Facility \_\_\_\_\_

\_\_\_\_\_ Provide Shonda with sleeping arrangements options convenient to facility.

\_\_\_\_\_ Registration (E-mail Shonda at [customerservice@naturallyhealthy.org](mailto:customerservice@naturallyhealthy.org) on the pre-registration deadline with # of preregistered participants)

You must keep track of how much money is received by you. Please keep in mind the pre-registration deadline that you have been provided. This is when Shonda purchases her plane ticket or begins to juggle family vehicle plans when driving. If we do not have 25 pre-registered people by that deadline, we may have to look at rescheduling the class or make other arrangements between us. Please note we are sensitive to family budgets, busy schedules, and babies that get ripe the night before a scheduled event. We do, however, believe that once someone pays for something in advance, they are motivated to attend and get their money's worth.

**PLEASE LET US KNOW IF OUR OFFICE CAN BE OF FURTHER ASSISTANCE!**