



## **COURSE PROPOSAL INFORMATION SHEET**

All That Matters is a holistic health and education center, started in July, 1995 to educate and inspire the community towards optimal health and wellness. We are a licensed affiliate of the Kripalu Center offering over forty five yoga classes each week, and a variety of workshops in yoga, holistic healing and self discovery each season. We are the largest center of its kind in southern New England. We currently serve over 500 people each week. An eight-person staff, supplemented by consultants and freelance professionals administer the program--handles registrations, the building, support and evaluation, and program development. In addition we have a store that sells products that our teachers recommend. Three times a year we distribute 40,000 catalogs with a mailing list of 8,000. To learn more about All That Matters please visit our website [www.allthatmatters.com](http://www.allthatmatters.com).

### **Submitting Your Proposal**

ATM schedules programs year round. We offer classes during the day, evening and weekends. We ask that you put a proposal together that you are passionate and knowledgeable about and to pick a format that best supports your material and your teaching comfort zone. You may submit at any time but there are pre-determined deadlines for each teaching session.

### **Catalog Session Deadline for class proposal**

**Spring Summer: May-Aug Jan 3rd**

**Fall: Sep-Dec Apr 30**

**Winter/Spring: January- April Aug 29**

We've come up with the following guidelines to help you submit a complete proposal. The best instructors are those who have a love of their subject, a desire to share it and a basic competence in the subject they will be teaching. If you think that you meet these qualifications, then we welcome the opportunity to review your application to teach at All That Matters. Below is a list of information needed for your proposal to be reviewed:

- Class/Workshop title
- A class/workshop description, as you would like it in the ATM catalog not to exceed 200 words.
- Your descriptive copy should include what the class is about, what participants will learn, how they will learn it, who will benefit from this class and what they will gain or walk away with and how can they apply it to their life.
- An outline of your class format ( will it be mostly lecture or experiential)
- Any CEU's or other Certification
- Basic needs such as #of hours, # of sessions needed, size of room, anything you would require from ATM.
- Maximum or minimum # of students,
- A list of where, when and for whom you have presented this program before and what the student cost was. Your average class attendance.
- Your most recent resume
- A relevant instructor biography for this class/workshop (not to exceed 50 words)
- A good quality digital photo of yourself at least 300dpi
- Your plan to market and promote this class. If you will be doing mailings or flyers include the size of mailing and geographic area covered.
- Three professional references including addresses and phone numbers

**Upon Proposal Acceptance**

An interview will be scheduled to discuss logistics, time of course and date(s), payment agreement and contractual policies. Following the interview, if your course has been selected to be included in the All That Matters catalog, you will be sent the necessary agreement forms. An understanding of our agreement and ATM policies ensures a good working partnership among administrative staff, instructors and students.

**You may submit your proposal as a digital file to [jane@allthatmatters.com](mailto:jane@allthatmatters.com) or by mail to: All That Matters, Programming Office, 315 Main St, Wakefield, RI 02879.**