Qi Free Community Event Information Pack

Thank you so much for expressing your interest in hosting a free event here at Qi.

Our community events have been a great way for local practitioners to give back to the community and also help in creating and fostering a sense of local community.
We have been running these events each Saturday with great success!
All of our free events are hosted in our beautiful crystal garden.

The first step to securing a spot is working with us to find a time and date that best suits you and your offering. We endeavour to book our events 4-6 weeks in advance to ensure that there is adequate time to promote them. We do this through multiple channels, including our social media platforms, monthly newsletters and in-store.

To secure your place, we ask you to email us at practitioners@qicrystals.com.au
to discuss our current availability.
We will do our best to accommodate you and your desired time.

Once we have discussed the proposed time and date, the following steps will apply:

1. The date will be placed on hold for you for 7 days, allowing you to submit your application form, including a digital copy of your A5 flyer, to be uploaded on our website. The link for the application form is:
   https://www.qicrystals.com.au/free-talks-events/
   You should receive a follow up email if this time lapses. We have a high volume of community interest, so we ask you to try and secure your event by submitting your application within this timeframe.
2. Provide the store with at least 4 x physical copies of your A5 flyer, this way we can begin promotion as soon as possible. If possible we recommend additional flyers for our front counters, as customers love to take away event information.
3. Closer to your event, please provide us with a short video promoting your talk/event for our social media. We are happy for you to come in and record in-store or in the garden and also welcome to organise a time to record a short video with Qi. We ask that you email the video to us at:
   practitioners@qicrystals.com.au or via telegram - 0411 609 193.
   You can view an example of a practitioner recorded video here:
   https://www.instagram.com/p/DOMWYEykysY/
   or alternatively a recorded video with Qi here:
   http://www.instagram.com/p/DGJT62pzEoD/

4. 24-48 hours before your event please contact us should you require any specificities. We have an undercover area, pop up marquees, a small table, whiteboard and an extendable cover over our stage in the case of bad weather.

Promotion:
We will promote your event on our socials, in our newsletter and also in store in the lead up to your event, however we also suggest that you also promote within your own channels and within your already developed community.

We have a community noticeboard in our store where we place the A5 flyers provided by event practitioners. If you have the ability to leave us additional flyers we will also ensure that they are accessible to our customers.

In addition, if you have social media, we recommend that you tag us @qicrystals in any event promotion. We will happily repost in our stories to amplify your promotion. However we can not always accept collaborations, primarily due to the fact that we schedule our social media days to weeks in advance. Collaborations, once accepted, will go backwards in our grid to the time of original posting and we find they get 'lost' along the way. So make sure to tag us and we will share the posts where possible.

Bookings:
We do not technically take bookings for free events, however we do create the events in Eventbrite as we find this raises awareness in a wider community and has been very successful in showcasing the events to a wider audience. If you are providing a service that requires bookings due to limited numbers etc, you are most welcome to use our Qi Crystals Eventbrite platform or alternatively provide us with your own booking link.

What to include on your flyer:
1. Name of your event plus "Free Community Event/Free Workshop"
2. Date & time of event
3. Location: Qi Crystals / QI Crystals Crystal Garden
4. Brief description of your offering
5. Your details, eg social media handles or contact email/phone for anyone wishing to receive more information or reach out to you.
6. If bookings are required - eg Limited Numbers

Should you have any further questions please feel free to email us at practitioners@qicrystals.com.au
We look forward to working with you and hosting your free community event here at Qi!