

Thank you for thinking of Qi as a great place to run your workshop.

In addition to offering treatment rooms for those in private practice, we have set aside our two largest rooms on weekends to give practitioners who wish to run workshops, the opportunity to do so. Workshops may be booked on either or both weekend days depending on what is available.

Planning Ahead

- Our workshop space traditionally books up about six months in advance, given this, consecutive day (full weekends) can be especially hard to secure at short notice.
- Unless you already have the numbers for your workshop to go ahead at short notice, we recommend you leave at least three months to promote your workshop/event well.

Our Space

Our Garden Studio is set aside as a Workshop Space on both Saturdays and Sundays (10am to 5pm). This room is approximately 4.5m X 9m and will fit up to fifty-five people in theatre style seating (chairs) and up to 35 chairs or 25 cushions when arranged in a circle. For activities such as Yoga, or workshops which involve more movement, the room holds Twelve people comfortably. This room has its own private garden with seating for up to 25 people set around two tables.

Room 1b is also allocated as a Workshop Space but is only available on Sundays (10am to 5pm). This room is approximately 5.4 x 3m and will fit up to twenty-five people in theatre style seating (chairs) and 20 chairs or 15 cushions when arranged in a circle. For activities such as Yoga, or workshops which involve more movement, the room holds five people comfortably. This room is situated upstairs alongside two other treatment rooms and therefore loud activities (such a drumming) may not be suitable for this space.

Room Features- Garden Studio & Room 1b

- Split cycle air conditioning (heating/cooling)
- Comfortable tub style seating
- Fold up massage table that is height adjustable
- 2 Pillows, 1 bolster & massage table cover
- Stereo CD player (you supply the music)
- Wireless internet access
- Water purifier & disposable cups
- Electric oil burner
- Himalayan salt lamp/s & t-light candle holders
- Natural light
- Fully stocked with tissues & t-light candles

Workshop Facilities when booking Garden Studio & Room 1b

- Up to 30 cushions
- Additional fold away massage table/s that are height adjustable. Please note: You need to bring your own linen to hygienically cover and protect our tables
- Up to 55 fold up chairs
- 15 Yoga mats
- 1 double Shiatsu mat
- Whiteboard
- TV with DVD player / computer interface for Power Point + Google Chromecast
- 3 fold up card tables & 3 large trestle tables
- In room tea & coffee facilities if requested
- Kitchen space is available to enable brought food to be stored and shared. A microwave and some fridge space are also available. Depending on the number of participants, lunch can be taken in the garden or cafe area.

Promotion & Advertising

- Qi Website- A page will be created for your workshop/event on our website which gets about 600-800 hits a day
- Qi Facebook Page- You will be invited to share and/or boost your event through our Facebook page. We currently have around 4700 followers offering great exposure
- Qi Newsletter- Once on our website, your event will automatically be listed in our newsletter that goes out to over 3500 clients. In addition to this you will also be invited to contribute article/s. The cut-off date is 25th of the previous Month to guarantee inclusion in the Qi Newsletter. If you get something through after the cut off we will still do our best to include it when possible.
- You are invited to supply us with 2x A5 posters. One for the front window and one for our notice board
- A prominent place is provided in store for you to display your own flyers and business cards
- Qi staff will actively promote your workshop to clients in the shop

Workshop Rates

Our Garden Studio costs \$195.00 per day (or part thereof) to hire. Room 1b being smaller costs \$145 per day (or part thereof). Full payment required when booking each date in order to secure your spot and this amount is not refundable or transferable should you decide to cancel the workshop for any reason.

- Workshop room hire may be paid in person using cash, credit card, eftpos, or cheque.
- You may also pay over the phone with a credit card. Please call 03 9532 8662.
- If you use direct debit you must e-mail us a receipt at the time to notify us of the payment.

Direct Deposit (please note: for direct deposit please email us to confirm your deposit). Our Bank details are as follows.

Name: Qi Crystals, Fossils, Minerals
BSB: 033-047
Account : 322219

Our workshop rate entitles you to the:

- Use of our workshop space
- All or any of the above-mentioned workshop facilities
- Advertising & promotion as specified above
- Workshop practitioners and their clients are also entitled to a complimentary tea, coffee or chai

What Can You Charge for Your Workshop or Event?

As you are running your own business through Qi, you are free to set your own prices and charge what you consider to be fair for your workshop, course, etc.

If you like what you read and want to proceed...

Step 1

Securing Dates

The best way to find out what days are available is to call the shop. Please phone: 03 9532 8662 and speak to any of the Qi team.

We will happily hold dates for 7 days without payment to give you time to get your submission forms back to us and to give you time to pay for your workshop/event. If submission form and payment is not received within 7 days the dates you had on hold will be offered to next in line and/or made re-open for hire.

Step 2

Fill out and Return Workshop/Events Form:

<http://www.qicrystals.com.au/workshop-submission-form/>

The Password is: WorkshopSubmission111

Step 3

Once receiving the go ahead from Qi:

You will need to pay for all dates in full within 7 days in order to secure your booking/s. See above or refer to our Workshops & Events form for payment options.

Step 4

For the three Months leading up to your Workshop/Event you may want to contribute to our newsletter. To do this please fill out and return this submission form.

Newsletter & Article Content Submission:

<http://www.qicrystals.com.au/newsletter-article-blog-content-submission/>

The Password is: Article&Blog111

Step 5

For the Month leading up to your Workshop/Event you may want to share and/or boost your event on the Qi Facebook page. To do this please fill out and return this submission form.

Face book Submission:
FACEBOOK REQUESTS FORM:

<https://www.qicrystals.com.au/facebook-request-form/>

Password: FacebookRequests111

Step 6

Please call the Qi team to confirm numbers and room set up 48 hours prior to your workshop.
PH: 03 9532 8662

Thank you for your time and consideration in reading this information, if you still have any questions in regards to running workshops at Qi you are welcome to contact us at any stage on the number above.