



SATELLITE SUMMIT POLICIES & PROCEDURES

STEP 1: CHOOSE GRADE GROUP A, B, C or D

A = K, 1, 2 B = 3, 4, 5 C = 6, 7, 8 D = 9, 10, 11, 12

(Groups A & B are 2 hr workshops for \$20,
Groups C & D are 3 hr workshops for \$30)

STEP 2: CHOOSE A SUMMIT WORKSHOP

(See "Satellite Summit Workshops" in the Drop Down Menu)

STEP 3: FILL OUT A SUMMIT REQUEST FORM

(Also found in the Drop Down Menu)

STEP 4: INVITE YOUR GUESTS TO SIGN-UP

(Direct them to the "Student Sign-up Form" in the Drop Down Menu)

STEP 5: REMIND YOUR GUESTS TO ATTEND & BRING PAYMENT

Send a reminder with all of the details a few days before your Summit. Make sure you include a reminder to send/bring payment no later than the day of the event.

STEP 6: BE READY TO ASSIST THE DAY OF THE EVENT

Be ready to greet your guests and to help the workshop run smoothly!

OTHER IMPORTANT NOTES:

- Make sure you read the Policies & Procedures completely before sending a request.
- Submit a request form **no later than 2 weeks** before desired date. **Your guests** must sign up no later than 1 week before your Summit.
- We may not be able to accommodate your requested day/time. Please provide one or more alternate days and/or times on your request form. Summits cannot be held on Sundays. We respond to your request within 48 hours.
- Minimum enrollment for a workshop is 5 students, maximum is 15. **It is the Host's responsibility** to inform your guests that the Summit is canceled if the minimum enrollment is not reached by no later than 3 days before the Summit.
- Students can bring payment for the Summit the day of the event, or can pay when they sign up. Payment can be made as follows: by check (made out to Noelle Howard), cash, Venmo (@Noelle-Howard-5), PayPal or ApplePay.
- **You can CO-host your event** if you'd like to share responsibilities with another person. The only difference is that you **BOTH need to bring 4 students** (including one of your own) in order to get your child and their's workshop fee waived.
- Your workshop instructor will contact you ahead of your Summit to make sure your Satellite location is ready and your guests are prepared. Feel free to request an invitation flyer from us that you can send out to potential guests ahead of time.
- You assume all risk of injury or harm to the child(ren) or adult(s) associated with participation in activities at Fine Tune Arts Studio Satellite Summit Location and agree to release, indemnify, defend and forever discharge Fine Tune Arts Studio and its instructors from all liability, claims, demands, damages, costs and expenses in the unlikely event of injury sustained by your child(ren) or adult student during their participation in the Summit. You understand that by hosting, registering and/or attending the Summit workshop you agree to the Satellite Summit Policies.
- Email finetuneprism@gmail.com or call 719-201-0537 if you have any questions!