



Sponsoring a Zero Balancing Class

This information is provided to support you in sponsoring a Zero Balancing Class.

Enclosed you will find:

1. Guidelines for setting up a class
2. Sponsor responsibilities
3. A seminar scheduling form.

Anyone can sponsor a class: healthcare professionals, bodyworkers, schools that provide healthcare programs, anyone who is interested in promoting health and well-being.

Compensated or discounted tuition can be negotiated with the individual instructor based on class arrangements

We hope this information will be helpful and that you will be inspired to sponsor a Zero Balancing class in your area. Please contact the ZBHA office for more information at ZBHA@zerobalancing.com or 410-381-8956.

With best wishes,

Cindi Pridgen
Executive Director

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Office Manager

Sponsoring a Zero Balancing Course

Guidelines for Setting up a Zero Balancing Course

I. Type of Course

- A. ZB I or ZB II: Anyone with an interest in ZB is eligible to attend a ZB I course. (Certification Candidates must be healthcare professionals.)
- B. Other courses: Prerequisites for other courses are listed on the course descriptions on the ZB website. Most Advanced courses require the Core ZB Program (ZBI and ZBII), but there are exceptions.

II. Instructor

- A. Faculty members are listed at www.zerobalancing.com
- B. Faculty members often prefer to stay within their own geographic area, but sometimes are willing to travel. Check with the bioregional chairperson or the ZBHA office for faculty suggestions.
- C. Not all ZB faculty are certified to teach all Advanced classes. Check with faculty member or ZBHA for more information.

III. Dates / Times

- A. The best dates for courses are within the normal school year.
- B. Dates to avoid are right before or after holidays of all faiths, and August.
- C. Most courses are 4 days, usually Thursday through Sunday. Some teachers are willing to split the 4 days between two weekends. There is an option of a weekday course such as Sunday through Wednesday. This would be up to the individual teacher.
- D. Some Advanced courses are two days in length. These are usually held on Saturday and Sunday. Again, this would be up to the individual teacher.
- E. Review Days are one day and usually held on a Saturday or Sunday.
- F. Times may vary from 9am–5pm or 10am–6pm or variations of these.

IV. Number of Students

- A. If faculty has to travel by air to a destination, there is usually a minimum number of students required in order to schedule the course which needs to be determined by individual faculty member.
- B. If distance and travel expenses are not an issue, faculty may be willing to teach for fewer students.
- C. It is recommended that courses with more than 8–10 students have a teaching assistant, which can be either a certified ZBer or a certification candidate who has been approved by the teacher.

V. Course Location

- A. Retreat centers are ideal and desirable for ZB courses.
- B. Massage or acupuncture schools are convenient.
- C. Private homes with adequate space offer a more intimate setting.
- D. Yoga studios, hospitals, health centers, hotels, private practitioners may have space available for rent.
- E. Location considerations:
 - 1. Convenient location with access to student lodging and food or restaurants
 - 2. Parking
 - 3. Ample room without being overly spacious
 - 4. Lighting
 - 5. Air quality
 - 6. Access to outside
 - 7. Access to teaching aids (blackboards, AV equip. etc.)
 - 8. Ambiance
 - 9. Convenience to restrooms and other amenities
 - 10. Cost—best kept to under \$125/day for minimum number of students
 - 11. Weather at time of year

VI. Advertising for the course

- A. Course sponsors can discuss with faculty advertising plans which may include emails, flyer mailings and other options.
- B. ZBHA can provide labels at no cost and a list of email addresses for potential students in specific geographic regions for ZB II and beyond.
- C. The ZBHA sends out course listings once a month and a link to course listings once a month by e-newsletter. Course schedules are included in follow-up letters sent to students after each class and are also included in the Interface newsletter mailed out twice each year.
- E. ZBHA maintains updated course listings on their website as well as in several other newsletters.
- D. Local advertising options can include posters in health food stores, yoga studios, and book stores or press releases in local publications targeting health care professionals.

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The Course Sponsor's Responsibilities

I. Before the Course

- A. Before scheduling a course, the sponsor will have secured at least 6 participants who are willing to commit to attending.
- B. Sponsor will work with faculty to acquire reasonable housing.
- C. The faculty member will coordinate course dates, times, and location with the ZBHA office and the course sponsor.
- D. Faculty member will decide budget for spending (marketing, classroom items, etc.) and communicate this to sponsor.
- E. Course sponsor will gather information on lodging and maps of the area, including driving directions to airports and public transportation options.
- F. Marketing
 - 1. It is suggested that marketing for the course be started six months prior to the course date.
 - 2. Course sponsor is responsible for locating affordable marketing venues such as regional publications for advertising or listing classes. Some local magazines or chapter newsletters (AMTA, APTA, etc.) offer calendar listings.
 - 3. ZBHA office can assist in marketing efforts by supplying mailing labels and email addresses of potential students in specific geographic areas.
 - 4. Publicity (mailings or ads) should be done several months prior to the class date, with final reminder 6 weeks before class. This is the responsibility of the faculty member in cooperation with the course sponsor.
- G. Classroom Setup
 - 1. The faculty member will communicate needs for course set up including budget for breakfast and snack food, if offered.
 - 2. Classroom items required may include AV equipment, tables and chairs, ZB/massage tables, anatomy charts and models, flipchart, signage to find the classroom, etc.

II. During the Course

- A. On the morning of the class start, post signage for participants to easily find their way to the classroom.
- B. Registration table should be set-up with nametags, sign-in sheets and study guides.
- C. Breakfast/snack food table, if offered, will be set-up according to the faculty member's instructions.
- D. Tables, chairs, teaching and AV equipment should be in place at least one hour prior to the start of class.
- E. On the first day, the course sponsor will greet the course participants and give a simple orientation including restroom locations, parking information, ATM locations, restaurant info, etc. A brief introduction of the faculty member may be given.
- F. Providing a local map with restaurants and lodging locations is suggested.
- G. The course sponsor will complete all class paperwork (provided by faculty member) including:
 - 1. Course sign-in sheets and address corrections
 - 2. Agreement and disclaimer forms
 - 3. Evaluation forms (last day)
 - 4. CEU verification forms
 - 5. Any other paperwork such as class schedules, flyers regarding future classes, information about certification, etc.

III. After the Course

- A. Coordinating cleanup of classroom is responsibility of course sponsor.
- B. Final financial and other details will be completed between sponsor and faculty member.
- C. Faculty member and sponsor will check class paperwork for completeness.
- D. Faculty member will send completed class paperwork to ZBHA office
- E. ZBHA office will send follow-up letters to class participants.

ZB Course Scheduling Form

Please inform ZBHA of course additions or changes by faxing or emailing this completed form to
ZBHA: 410-381-9634 or ZBHA@zerobalancing.com

Today's Date: _____

Instructor Name(s): _____

Course Name: _____

Course Dates: From: _____ To: _____

Hours: Day 1 _____ Day 2 _____ Day 3 _____ Day 4 _____

Registration Day and Time: _____

Tuition: _____ U.S. dollars

Quota (maximum # of students): _____

Course Location: _____

Address: _____

City, State, Zip: _____

Phone(s): _____ **Fax:** _____

Website address: _____

Sponsor/Contact Name: _____

Phone: _____ **Email:** _____

Names of Teaching Assistant(s): _____

Additional information that would make the course more user-friendly (breakfast, directions, room and board info, things to bring, special requirements, etc.):
