



Dream Pop Guidelines for Instructors/Presenters

Dream Pop is excited that you have chosen us as the venue for your upcoming workshop or reading! Below is the list of guidelines for presenters as well as ways that Dream Pop will help promote your event.

Instructors/Readers:

- Will complete the submission form online at dreampoppress.net/submit-event/. This includes submitting a description of your event as well as a headshot or any other graphic you'd like to appear online alongside your event.
- Students can register online via the Dream Pop [event calendar](#).
- Cost of the event will be determined by you and specified in your submission.
- Will promote the event on their own social media accounts (if applicable).
- For workshops: will notify students of their cancellation policy; Dream Pop will refund prepaid students 100% if the class is cancelled.

Dream Pop

- Will post on Dream Pop website under events.
- Dream Pop will receive 25% of the ticket price to cover our own costs (Zoom account, web hosting, etc). Will collect registration fees from participants and prepare a list of participants with contact info (for workshops).

Cancellation policy

For workshops: If a student cancels prior to the first class, that student will be refunded the total amount minus a \$20 administrative fee; if cancelled prior to the second class, students will be refunded 75% of fee minus the administrative fee; if cancelled after the end of the second class, no refunds will be given. Credit toward a future class can be given upon instructor discretion.

Questions? Please email Isobel O'Hare at isobel@dreampoppress.net