

## Customized Classes for Arcturus Star Training Seminar Customers

A custom class can be arranged for clinical clients at their location city. We welcome your interest and will gladly provide you a quote within 5 business days of the request.

Please review the items listed below. We strive to provide a professional training for all and ask your cooperation with the logistics of holding a professional course at a location other than the approved training locations. These do require a substantial investment of planning, supplies provisions, costs for the Instructor's time, and logistical time with our office staff.

We will provide a highly professional event, in support of the time and focus of your staff and with the most qualified of our trainers.

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### Items that must be available

1 massage table for every 2 students.

1 LET machine for each 2 students. Charges will apply for the company to ship units.

Linens, including sheets, blankets, pillows, and bolsters or towels for each table.

Extra tables for Lymphatic machines and gloves, wipes, tissues and other supplies. Narrow classroom tables are ideal. They are usually 18 inches. But any size will work if there is the space.

1 Extra table for PHIT heads, literature, etc.

Waste baskets, trash bags.

### Convenience

6 students a maximum for a single trainer.

Projector, screen or a clear wall and podium/lecture area

One room for all class activities. We cannot perform an effective learning experience in separate rooms. The Instructor must be watching all participants at once. If another Instructor is provided, this can be arranged. Please ask for this in your quote.

Space rental at a hotel or other suitable location etc. can be provided by the clinic. Please inform us if the location costs are being covered by your company.

Restroom nearby.

### Costs

Trainer's extra pay for travel days.

Travel costs and lodging for trainer.

Meal allowance.

Rental of tables, etc. if applicable.

Set-up, packing up and clean-up crew. The Instructor is not expected to set- up and break down everything for the class. She will direct and assist with the process of setting up the optimal class set – up. She will need time to prepare the room for lectures and moving tables for practice, so please provide her the space and time to prepare for the class.

**Quote**

Arcturus Star Products will calculate the costs incurred.

Please inform us if you will be renting any equipment at your expense or if we need to budget for it. Classes held at our locations include the costs of all supplies used, rents, insurance, etc. Custom classes will require shipping of supplies.

Let us know if you will provide all supplies, including some water, other beverages and small snacks. A supplies list is available.

We thank you for your interest and time in consideration of this opportunity.

Lori Sweet, CEO