



nOMad & Retreat Leader Agreement:

Terms & Conditions

Please read through the terms and conditions thoroughly before enrolling in Retreat Planning programs. When enrolling as a client of The nOMad Collective you agree to the terms and conditions as laid out on The nOMad Collective website www.thenomadcollective.org.

GENERAL

1. All payments are due upon request to fully execute nOMad's services to support the retreat leader's retreat. Once payment is made, it is non-refundable after 14 days of payment.
2. It is the retreat leader's responsibility to promote and fill the retreat. nOMad will support promotional strategies but it is not nOMad's responsibility to grow the retreat leader's following.
3. Terms, Conditions, and Fees are subject to change based on the retreat leader's needs for services.
4. By registering for our Retreat Planning program, you automatically agree to the above terms & conditions.

Retreat Cancellation/ Refund Policy

1. The \$1000 deposit that is required to begin to work together with Phoebe Leona and receive nOMad's services is non-refundable.
2. If the retreat leader needs to cancel their retreat for any reason, any financial responsibility falls on the retreat leader to nOMad and the retreat property..

RATES & PAYMENT SCHEDULE

- **Property's Rate** is an estimated rate until the property is secure and a contract is signed. This rate includes accommodations, meals, group ground transportation, and excursions. *Payment Schedule:* deposit due immediately and paid by [Retreat Leader] to secure dates and contract. Future payments to property may be distributed to property by nOMad on Retreat Leader's behalf, if written into individual contract,

- **nOMad's Fee** the flat fee for administrative work from start through execution to completion is based on which package you purchase and your individual agreement with nOMad.

nOMad's "Done-For-You" SERVICES

Base Fee \$5000 (valued at \$7,877)

- **Assist in research and securing a property** (and outside vendors, if needed ie. chef) (value of \$1000)
- **Coaching/brainstorm envisioning session** of theme/topic, title, ideal client (\$500)
- **Initial Planning Session** (90 minutes) (value \$300)
- **Monthly Check-In Calls** with Phoebe & retreat leaders. (60 minutes each) (value \$200 each)
- **Work with retreat leaders** on pricing, expenses, and itinerary. (value \$1000)
- **Provide and handle all templates** for expenses spreadsheet, retreat guest packages, retreat guest information spreadsheet, and webpage design, and itinerary. (value \$500)
- **Acting liaison between retreat leader and property- (value \$500)**
 - Handle contracts, payments to property, travel logistics, etc
 - Provide retreat guest information spreadsheet to property.
- **Retreat Guest support and liaison** for participants. Handle all logistical requests prior to retreat including: (value \$500)
 - Put together and send out an Information Packet to all participants and group leaders with "What to expect" and questionnaire

- o material with Retreat Leader’s branding.
 - o Collect all participant information necessary including flights, contact info, allergies, injuries, etc. and share with property and retreat leaders via retreat guest information spreadsheet.
 - o Follow up with payments and any questions from guests about travel arrangements and property.
 - o Consult on guest “Welcome” offerings (orientation call, welcome gifts, etc)
- Organization of all group shuttles (if applicable)
- Arranging excursions (if applicable)
- **Booking system** to handle all bookings and payments through nOMad website (value \$500)
 - o Distribute payment to property and retreat leaders on an agreed schedule.
- **Retreat support during the retreat** through text/What’s App, Skype, and email (if nOMad rep is not on location)
- **Custom Retreat Webpage** featured on nOMad website with retreat leaders’ approval. Assist in writing copy & design for the retreat page on both websites (retreat leaders & nOMad’s.) (value \$1500)
- **Free Listings on Online Retreat Directories** (ie. Retreat Guru, Book Yoga Retreats)
- **Extended Retreat Marketing Package–** (value \$1000)
 - o nOMad Marketing strategy package includes (but not limited to):
 - Social Media campaigns,
 - EBlasts to our nOMad Mailing Lists, - graphics can be designed by retreat leaders or nOMad for an additional fee (est \$100-200)
 - Live events, and more
- **nOMad Guide membership** which includes group weekly calls with Phoebe and nOMad Community for collaboration and support.

Payment Schedule:

Initial Payment: \$1000 non-refundable deposit due upon start date.

Remaining \$3000 can be deducted from registrations as they come in

OR if payments go to retreat leaders, payment plans can be arranged as follow:

- 2nd payment \$1000- When contract and deposit with property is signed
- 3rd payment \$1000- after early bird special ends or 120 days out from retreat (whichever comes first)
- 4th payment \$1000- 60 days out from retreat date.
- 5th payment \$1000- 30 days out from retreat date.

nOMad's "Done-With-You" SERVICES

Fee of \$2500 (value at \$4777)

- **Assist in research and securing a property (value \$1000)**
- **Initial Planning Session** (90 minutes) (\$300)
- **6 Consultation Calls** with Phoebe & retreat leaders which includes. (60 min monthly calls) (value \$1200)
 - Consult and approve contract between retreat leaders and property
 - Consult with retreat leaders on pricing, expenses, and itinerary.
 - Consult on Information Package and guest "Welcome" offerings (orientation call, welcome gifts, etc)
 - Consult on retreat concierge and issues.
- **Provide templates** for expenses, contracts, retreat guest packages, retreat guest information, and webpage design, and itinerary. (\$500)
- **Retreat support for leaders during the retreat** through text/What's App, Skype, and email. (\$500)
- **Consult on Retreat Leader's Webpage. (\$500)**
- **nOMad Guide 1 year membership** which includes group weekly calls with Phoebe and nOMad Community for collaboration and support with Retreat Path program (see below)

Payment Schedule:

Initial Payment: \$1000 non-refundable deposit due upon start date.

Remaining \$1500 payment can be arranged as follow: (as example)

- 2nd payment \$1000- 90 days out from retreat date.
- 3rd payment \$500- 30 days out from retreat date.

