



Want to bring a Deaf Chef Ross Workshop to your city and organisation? This step-by-step guide makes it easy!

STEP ONE: Determine your needs

1. Visit [Deaf Chef Ross Workshops](#) for our workshops and pricing.
2. Research your venue options:
 - Community room at your organization?
 - Do you need to arrange an external venue?
 - Are there options to reserve the space for free or at discount?
 - What are the building occupancy requirements (in their building certificate of occupancy)
 - What is their venue liability insurance coverage?

NOTE – if you need to contract with an external venue, we recommend that you begin marketing your event with plenty of lead time. You will need to ensure that you can book the minimum number of attendees (see our [workshops](#) for details).

STEP 2: Set your budget

When your organisation books with DCR for a workshop, our agreement is directly with you. We will bill you *our* fees and you will work with your clients to receive payment or NDIS reimbursements if you choose to do so.

DCR has a per person price we quote you for each workshop. These will include our workshop and travel costs plus supplies cost.

These do not include any of your costs (such as venue hire or marketing).

Your organisation may wish to add your direct costs in the per person charge to your clients.

STEP 3: Market your event

You can promote your event on social media and to your local community. Deaf Chef Ross will help you by reviewing your marketing material and providing logo and images.

STEP 4: After the event

DCR will bill you for the workshop. We will bill our per person fee or the minimum fee if less than the minimum number of attendees are present.

Your organisation may choose to invoice NDIS on behalf of your clients. Our workshops and these fees are covered under NDIS.