



## 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. Look at [Deaf Chef Ross Workshops Classes](#) for ideas
2. Send us an email at [admin@deafchefross.com](mailto:admin@deafchefross.com) with your interest and we can set up a Zoom meeting so we can tailor our workshop to your needs
3. DCR prepares you a customised proposal based on your needs
4. Research your venue options:
  - Can your workshop be held at your location ([see our venue and kitchen requirements](#))
  - Do you need to arrange an external venue?
    - Are there options to reserve the space for free or at discount?
    - Do you need to contract the space? (see below before you contract!)
    - 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 your venue, we recommend that you first come to an agreement with DCR and begin marketing your event with plenty of lead time. You will need to ensure that you can book the minimum number of attendees (see DCR proposal). Venue costs can be expensive and can be prohibitive if you have a small group, or need to cancel.

### STEP 2: Set your budget and what you will charge your clients.

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.

DCR has a per person price we quote you for each workshop. These will include our workshop and travel costs, plus supplies cost (and whether we or you are purchasing the food). ***These do not include any of your costs (such as venue or marketing or staff hire).*** Your organisation may wish to include your direct costs into the per person charge to your clients (such as your venue cost or marketing costs.)

This means that BEFORE you begin your marketing outreach efforts, you will need to determine your costs for venue, marketing, and anything else you wish to include, so you know what you will charge clients.

Here is an example of what workshop budgets might look like:

### **EXAMPLE Workshop #1 Talk About Food**

#### **Information:**

- Healthy eating/drinking
- Ideas for home-cooked meals
- Why are nutrients so important?
- Health and unhealthy foods/drinks

#### **Demonstration:**

DCR makes fruit & vegetable smoothie – share with participants

#### **DRC Venue requirements:**

Community room with a large screen for a PowerPoint presentation

#### **DCR Cost EXAMPLE for this workshop (note travel costs change depending on location):**

\$120.00 total per person (workshop and travel and food) – invoiced to your org  
Up to 30 people (minimum 15 people)

#### **ORG cost EXAMPLE A cost to your clients:**

Venue hire \$0 – the organisation can accommodate between 15-30 attendees at your location, at no additional cost

Marketing \$100                      for 15 people you would add additional \$7 = \$127 pp  
For 30 people you would add additional \$4 - \$124 pp

#### **ORG cost EXAMPLE B cost to your clients:**

Venue hire \$800 – you contract with outside venue that can accommodate between 15-30 attendees, at your cost

Marketing \$100                      for 15 people you would add additional \$60 = \$180 pp  
For 30 people you would add additional \$30 - \$150 pp

*This is why it is so important for you to know your venue options, and market your event in advance, so you know the number of attendees and the amount you will need to charge each attendee to recoup your costs.*

#### **AFTER THE EVENT:**

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

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

**Ready to get started? Contact us today – [admin@deafchefross.com](mailto:admin@deafchefross.com)**