



DETAILS and PRESENTER REQUESTS

SANKOFA WAYS INTENSIVE AGREEMENT DETAILS

Presenter Fees
How much & due date

- The fees are listed in the chart below for workshops of up to 20 participants.
1. A non-refundable deposit of \$250 (paid through DrDoula.com) is required **to initiate the workshop agreement.**
 2. The balance is due **the day Dr. Doula arrives at the location, and prior to the beginning of the workshop.** An invoice will be sent for the balance.

"SANKOFA WAYS" INTENSIVE FEES

| HOSTED GROUP WORKSHOP |
|--|
| "SANKOFA WAYS" INTENSIVE Hands-on workshop in Traditional Birth and Postpartum Practices |
| \$750 Up to 10 participants |
| \$75 each additional participant up to 20 |
| ONE 6 Hour In-Person Session |
| U.S. Mainland & International <ul style="list-style-type: none"> Flights, local travel, lodging, & meals provided by host Additional fees for international locations Chicagoland locations subject to mileage charges |

| "SANKOFA WAYS" INTENSIVE FEE | # of Participants |
|------------------------------|-------------------|
| \$750 | Up to 10 |
| \$825 | 11 |
| \$900 | 12 |
| \$975 | 13 |
| \$1050 | 14 |
| \$1125 | 15 |
| \$1200 | 16 |
| \$1275 | 17 |
| \$1350 | 18 |
| \$1425 | 19 |
| \$1500 | 20 |

Email DrDoulaSpeaks@gmail.com for details & scheduling.

A note about the cost of the workshops: Our greatest hope and desire surrounding these workshops is to help equip ordinary people with the basics of birth and postpartum culture based on the shared cultures of African women on the continent and those who are in the African Diaspora. Our hope is that birth and postpartum care for birthing mothers will once again become "a family affair" and that mothers, grandmothers, aunts, sisters, and friends will attend the workshop together to collectively begin to reclaim their birth rites and traditions for their families. For that reason, the workshop fees due to Dr. Doula have been priced to encourage family participation in the workshops.

Most birth workshops and trainings are hundreds of dollars per day. In order that participation is not a financial burden on families that desire to participate together, we have kept the workshop fee for Sankofa Tribe Birth and Postpartum Workshops/ Intensive low. However, we have also kept the fee low so that the Host of the workshop can increase the price to help cover the cost of hosting the workshop. We would like the workshops to remain accessible to as many Black women as possible. We also encourage you to have discounted rates for families of women that desire to participate.

Thank you for your understanding and your willingness to maintain the spirit of these workshops in the fee you require from participants for these workshops.

| | |
|---|---|
| Workshop Duration | Seven (7) hours (includes a 1 hour lunch in the midday) |
| Workshop Descriptions | <p>"SANKOFA WAYS" INTENSIVE <i>In person mentoring in traditional Birth & Postpartum practices</i></p> <p>This mentoring session is approached from a mind/soul/body/spirit perspective and Dr. Doula facilitates an environment that encourages birth helpers and postpartum companions to incorporate their own unique gifts, skills and expertise into their work. Birth and postpartum techniques practiced during the in-person, hands-on intensive:</p> <ul style="list-style-type: none"> ● Birthing Better Techniques ● Laying on Hands/Healing Touch ● Body Closing and Alignment ● Belly Wrapping ● Baby Carrying (Front and Back) |
| Presentation Review Requested due date & method to be sent | <p>The Workshop Session Guides will be provided to the Host via email once the travel and lodging has been confirmed, two weeks prior to the workshop.</p> <p>The Host shall provide copies of the Session Guide for each participant (5 total pages for each participant). Please provide Session Guide(s) for participants' use only. Session Guide(s) are copyrighted, and unless specified in the materials or in writing, reproduction is prohibited.</p> |
| Workshop Room Set-up | <p>Workshop location should be available for setup at least one hour before the workshop. The workshop room should be set up with chairs arranged in a circle. The floor will also be utilized for the workshops. The workshop location should provide enough room for participants to lay on the floor.</p> <p><i>Dr. Doula creates an intimate space for Sankofa Tribe Workshops & Intensives. The Host should make consideration that the location/environment chosen for the workshop should be one that can help facilitate a peaceful environment that will promote wellness and wholeness. The atmosphere of the workshops are designed to emulate the environments participants should seek to create for mothers during the childbearing year. Emphasis will be placed on oral and physical communication.</i></p> |
| Equipment Needed Audio-visual | There is no audio-visual equipment required for these workshops. |
| Food & Refreshments | <p>Hosts should consider providing refreshments for participants or encourage participants to bring their own snacks, especially if the participants have allergies to particular foods.</p> <p>Also consider whether the workshop location will be near food restaurants or whether food will be provided by the host at the workshop.</p> |
| Audience Numbers of participants, child care, what to bring | <p>The number of event participants should be finalized one week prior to the workshop. (<i>Dr. Doula sometimes brings gifts for participants. Only the finalized number of participants will be accounted for.</i>) If the host anticipates additional participant registrations they should pay the appropriate workshop fee to account for those participants anticipated in the final count.</p> <p>CHILD CARE: The Sankofa Tribe Workshops & Intensive do not accommodate child care and Dr. Doula does not accept responsibility for provision for childcare. At their discretion,</p> |

| | |
|--|---|
| | <p>the host of the workshop may arrange child care to be provided, by a responsible adult, in a separate room from the workshop, for workshop participants. The Host maintains responsibility for any childcare provisions made during Sankofa Tribe Workshops and Intensive.</p> <p>WHAT PARTICIPANTS SHOULD KNOW:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dress comfortably (shoes may be off for portions of the workshop) <input type="checkbox"/> Bring a yoga mat or a thick blanket <input type="checkbox"/> Bring an old twin sized sheet <input type="checkbox"/> Bring a pillow <input type="checkbox"/> Prepare to be on the floor during portions of the workshop |
|--|---|

| | |
|------------------------------------|--|
| <p>Sales of Merchandise</p> | <p>Dr. Doula would like to have a small table to display items available for purchase at the workshop.</p> |
|------------------------------------|--|

PRESENTER REQUESTS
Accommodations and Amenities for Dr. Doula

| | |
|---|--|
| <p>Travel Arrangements Who, when, and how much</p> | <p>For Chicagoland and Northwest Indiana:</p> <ul style="list-style-type: none"> • Mileage charges apply at the rate of \$0.50/mile. • Locations 60 miles or less from Chicago Heights, IL shall be considered local and do not require lodging the night before the workshop. • Locations greater than 60 miles away shall be considered out-of-town and shall require arrival the day before the workshop with lodging provided by the Host. • Mileage charges (roundtrip) should be paid via DrDoula.com no less than two weeks prior to the date of the event. <p>For locations outside of Chicagoland and Northwest Indiana: Round trip air travel for Dr. Doula, to and from the workshop location, shall be purchased by the Host.</p> <p><i>For North America destinations:</i></p> <ul style="list-style-type: none"> • Departure airport: CHICAGO MIDWAY AIRPORT • Coach class <p><i>For International destinations:</i></p> <ul style="list-style-type: none"> • Departure airport: O'HARE INTERNATIONAL AIRPORT • Business class <p>⇒ Departure flights should be scheduled to allow Dr. Doula's arrival the day before the workshop. This is to ensure that flight delays do not delay the workshop, and to allow Dr. Doula to have adequate time to prepare for both morning and afternoon workshops.</p> <p>⇒ Return flights should be scheduled, no sooner than four hours after the end of a workshop, with consideration for the distance of the workshop location from the airport to allow time for arrival at the airport at least two (2) hours before the flight for check-in.</p> <p>Confirmation for air travel itinerary should be emailed to DR. DOULA no less than two weeks prior to the date of the event. (Details about flight options should be confirmed with DR. DOULA before flights are purchased and the itinerary is finalized.)</p> |
|---|--|

| | |
|---|---|
| <p>Lodging Details Where, what nights</p> | <p>Lodging/hotel accommodations (required for locations out-of-town or outside of Chicagoland area) shall be made by the Host and billed to the Host. Holiday Inn or an equivalent is acceptable for hotel accommodations.</p> <p>Lodging should be provided for the night (before the event) for single Workshops.</p> <p>Confirmation for lodging/hotel accommodations should be emailed to DR. DOULA <i>no less than two weeks prior to the date of the event.</i></p> |
| <p>Local Transportation Details Who, when, where, contact info</p> | <p>Local ground transportation shall be provided for Dr. Doula to and from the workshop location. The contact information of those who will transport Dr. Doula should be provided during the final call one week prior to the workshop.</p> <p>For out-of-town locations that Dr. Doula travels to by car:</p> <ul style="list-style-type: none"> • Any workshop location that is more than 10 miles from the lodging shall incur mileage charges. <p>For locations traveled to by flight:</p> <ul style="list-style-type: none"> • Dr. Doula should be met at the airport by the workshop Host or a representative of the Host that has been pre-identified by the Host. The same accommodations for transport should be made for the return flight. • Should the Host need to use a different representative for Dr. Doula’s transport than the one previously identified, Dr. Doula should have the name, contact information and other identifying information about the representative prior to her scheduled departure flight. |
| <p>Meal Details What, where, when</p> | <p>Food and gratuities shall be provided by the Host.</p> <p>Dr. Doula’s food preferences. :</p> <ul style="list-style-type: none"> • African foods, rice, vegetables, chicken, fish and seafood • Snacks: Pistachos, Lorna Doone cookies • Drinks: Water,tea, juice <p>Which meals:</p> <ul style="list-style-type: none"> • Dinner - the evening before the workshop (if applicable) • Breakfast - the morning of the workshop • Lunch - the day of the workshop • Dinner - the day of workshop (if a full day workshop) <p>Dr. Doula has no known allergies.</p> |
| <p>Venue Details Location, maps, and times</p> | <p>The host shall provide a venue for the workshop that accommodates the number of participants registered for the workshop (up to 20 participants)..</p> |
| <p>Contact Person Who and contact number</p> | <p>The Host shall provide contact information to Dr. Doula and her manager, Eugene Mason III. If the Host is different than the contact person or if the host has an assistant, the name and contact info shall be provided to both Dr. Doula and her manager.</p> <p>There are occasions where Dr. Doula’s manager will travel with her to workshops. When</p> |

| | |
|--|---|
| | she travels alone, it will be important that her manager is able to contact the Host/Contact person if necessary. |
|--|---|

| | |
|--|---|
| | There will be a least one video call requested where Dr. Doula, her manager, the Host and assistant will be requested to participate. Dr. Doula seeks to build a rapport with the Host prior to the workshop. |
|--|---|

[Contact Dr. Doula's Team](#) w/ any additional inquiries and to check availability of dates for a Sankofa Ways Intensive.

Sankofa Tribe Workshop Checklist

Adherence to the agreed upon dates listed on this checklist is vital to ensure that the Workshop Agreement remains valid. Failure to meet checklist deadlines may forfeit the Workshop Agreement between THE HOST and DR. DOULA.

HOST: _____

INITIAL CONTACT (DATE: _____)

- Video call between Dr. Doula and the Host for questions and answers

DUE AT INITIATION of the Workshop Agreement (DATE: _____)

- Workshop agreement signed
- \$250 non-refundable workshop Fee deposit paid through DrDoula.com
- Speaker bio and photo will be provided to the Host

DUE FOUR WEEKS before the Workshop (DATE: _____)

- Pre-Event video conference w/ Dr. Doula (and team) and the Host (and team)

DUE TWO WEEKS before the Workshop (DATE: _____)

- Air travel arrangements confirmed by email w/ Dr. Doula (if applicable)
- Lodging arrangements confirmed by email w/ Dr. Doula (if applicable)
- Workshop location confirmed by email w/ Dr. Doula
- Distance travel mileage charges paid through DrDoula.com (if applicable)
- Local mileage charges paid through DrDoula.com (if applicable)
- Workshop Session Guide emailed to Host

DUE ONE WEEK before the Workshop (DATE: _____)

- Final participant count submitted to Dr. Doula
- Contact information for those who will transport Dr. Doula
- Phone call to finalize logistics about the workshop

DUE AT ARRIVAL to the city workshop location (DATE: _____)

- Balance of Workshop Fee due based on final participation count through DrDoula.com