



Thanks for your interest in hosting a *Teaching the Classics* seminar. In exchange for your hard work as seminar host, you will receive a complimentary seminar registration and a complete set of course materials.

The **seminar host** provides the following:

1. 40 pre-paid registrants. The seminar host must collect the registrations by a deadline of two weeks prior to the seminar date. Checks should be made payable to the Center for Literary Education, and should be sent in a single envelope to 3350 Beck Road, Rice, WA 99167.
  - Registration fees are \$89.00 per person, or \$160.00 per couple. Children 15 and under are free of charge (and very welcome).
  - Registration includes a course syllabus, which becomes a teacher manual at the end of the course, and new copies of each title covered in the seminar.
2. Email addresses of potential participants if an email advertising campaign is desired (see #3 below).
3. A room to meet in, where we can sit around tables (preferably round 8-10 person banquet tables, but rectangular tables work as well). The facility must include a screen (like an overhead projector screen) or a blank wall, a lectern, a large whiteboard, and a place to set up a coffee pot. We are willing to pay for the facility, of course, and try to find something for a nominal fee. Churches make the best facilities, though you might also try libraries and community centers. A home would work fine as long as there is enough space.
  - Seminar sessions begin Friday evening from 7-9 PM and continue on Saturday from 9 AM to 4:00 PM.
  - We usually take an hour for lunch (participants bring their own)
4. An address to which we can ship several boxes of books a week or so before the seminar.

The **Center for Literary Education** provides the following:

1. All travel-related expenses, including lodging and transportation for the speaker.
2. Complete seminar materials for each participant.
3. Flyers and email announcements for advertising purposes.

Advertising the seminar is very important – it is usually necessary to find 200-300 good contacts in order to attract the necessary 35 seminar registrants. Home school coop leaders, church groups, Christian school faculties and parents and local convention organizers can be valuable sources for names and emails.

Contact Adam Andrews at (509) 738-6837 if you have further questions about hosting a seminar, or to reserve dates. Thanks again for your interest, and may God bless your efforts!