



Lorraine Urbic, Program Leader  
P.O. Box 2655 • Kamuela, Hawaii 96743  
Telephone (808) 885-6777  
Fax (808) 885-4998  
Email: tutus@tutushouse.org  
web: www.tutushouse.org

## PRESENTER GUIDELINES

Of all the resources Tutu's House shares, our communities' greatest resources are our people. Tutu's House activities, presentations and support groups are led by community volunteers who simply want to share their passion for a subject that falls into a broad definition of health and wellness, the SPICES of life.

The SPICES of life are

**S**ocial & Family

**P**hysical

**I**ntellectual

**C**ulture & Creative

**E**motional/Economic

**S**piritual & Holistic Well-Being

If you would like to lead an activity, presentation or support group, we invite you to:

read the following guidelines

learn more about Tutu's House at [tutushouse.org](http://tutushouse.org)

contact us to discuss your interests further

complete and return the presenters' registration form to us

1) While Tutu's House shares information from a broad range of topics, we do not allow

- the marketing of specific products or businesses,
- solicitation of participants

If participants are interested in discussions of this nature, such as a professional service, a workshop or a product you represent, please respect the spirit of Tutu's House by asking the participants to refrain and contact you outside of Tutu's House.

- 2) Please allow some time within the scheduled program for questions and answers. For example, if your program is scheduled from 6:00 to 7:30 p.m., we suggest the question and answer period begin by 7:15 pm. This will allow your program to conclude as scheduled.
- 3) We encourage you to include hand outs to share during your presentation. We would be happy to provide copies for your presentation.
- 4) Please call us at least one day before your presentation to
- reconfirm your equipment needs and room set-up preferences;
  - check on the number of registrations we have and let us know about anyone you know who is planning to attend but may not have called Tutu's House to make a reservation;
  - advise us of any copying you'd like us to do;
  - share any other information you feel will help us make your presentation successful.
- 5) We encourage you to visit Tutu's House ahead of time if you have particular space or environmental needs.
- 6) We encourage you to arrive at least 30 minutes ahead of time to be sure that room arrangements, copying, or audio/visual needs are prepared appropriately.
- 7) If you plan to use items with fragrances such as incense, aromatic oils, scented candles, please let us know at the time you complete the program for. People respond differently and unexpectedly to fragrances and we may need to work with you to balance your desires to create an experience with those who may have sensitivities.