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PRESENTER GUIDELINES

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

Social & Family
Physical
Intellectual
Culture & Creative
Emotional & Economic
Spiritual/Wellbeing

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

- ~ read the following guidelines
- ~ learn more about Tutu's House at tutushouse.org
- ~ contact us to discuss your interests further
- ~ complete and return the presenter's information 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 or
 - ~ 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 pm, we suggest the question and answer period begin by 7:15 pm to allow your program to conclude as scheduled.
- 3) We encourage you to share handouts 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 before the presentation start time to be sure 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 form. 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.