



Arranger Training

## Hosting an NFDA Arranger Training Seminar Is Easy!

### The Host

- **Receives reimbursement to offset the organization's cost of promoting the seminar as follows:** for each registrant up to 30, \$50 each; for each additional registrant up to 50, \$100 each. *Please note: There is no reimbursement for registrants registered as apprentices or interns, faculty, students, or non-funeral directors.*

Example for 40 registrants: \$1500 (first 30 x \$50) + \$1000 (10 additional x \$100) = total reimbursement of \$2500 to host.

- **Provides training room for the day of the seminar.**
- **Provides projector, screen, flip chart and audio connection.**
- **Assists with targeted promotion of the event via emails, newsletters, website, social media, etc. to local funeral service community and/or association members.**
- **Is reimbursed up to \$40 per attending registrant for providing continental breakfast, lunch, and beverages. All food and beverage receipts must be submitted to NFDA within 30 days of program.**

### NFDA

- **Covers all facilitator expenses.**
- **Provides 8 hours of training and follow up one-on-one coaching opportunity with facilitator.**
- **Executes comprehensive promotional campaign,** including targeted email/fax efforts, program listing on the NFDA website and in the weekly NFDA Bulletin electronic newsletter, social media posts, printed materials, etc. in conjunction with promotional efforts by the program host.
- **Ships training materials and copies** of the *NFDA Arranger Training Workbook* to the site for each registrant.
- **Provides** registration and processing, CE approval application to state licensing board/s and post-event CE processing as required.

**For more information, contact Melissa Loose, NFDA Training & Development Manager, at [mloose@nfda.org](mailto:mloose@nfda.org) or 262.814.1583.**



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NFDA Only: Confirmed Training Date

# Arranger Training Host Form

Thank you for your organization's interest in partnering with NFDA to host an NFDA Arranger Training seminar.

- Please complete, sign, and email this form to Melissa Loose, [mloose@nfda.org](mailto:mloose@nfda.org), or fax to NFDA at 262.789.6977.
- We will contact you to discuss what we can do together to bring this exclusive training program to your location.
- Minimum 15 registrants. Host receives reimbursement for each registrant based on total registrants. See page 2.
- Approved for up to 8 CE hours by APFSP and by most state and province funeral director licensing boards.

Completion of this interest form signifies intent only and is not a seminar confirmation until host and NFDA agree to date and provisions. Please read pages 1 and 2. At such time as the host and NFDA agree to hold the seminar, the terms and conditions herein (pages 1 and 2) will be binding upon the host and NFDA.

Double click on check boxes to open.

Name of Host Organization			
Primary Contact		Phone	
Title		Email	
Marketing Contact (if different than primary contact)		Phone	
Title		Email	
Organization Address			
City/State/Zip			
Organization Website			
1.	Proposed date of Training		
2.	Estimated number of host registrants		
3.	Is seminar restricted to host members or employees?	Yes <input type="checkbox"/> Host members or employees only No <input type="checkbox"/> Open to all qualified registrants	
4.	LOCATION of training		
5.	Maximum CAPACITY of training room		
6.	Training room setup options	<input type="checkbox"/> Classroom <input type="checkbox"/> Theatre <input type="checkbox"/> Chevron <input type="checkbox"/> Hollow U or Square	
7.	AV provided by the host:	Projector, Screen, Flip Chart. Audio connection for videos	
8.	Food/Beverage Arrangements	Host will arrange for continental breakfast, lunch and beverages (soda, water and coffee.) <b>NFDA will reimburse this cost per terms on page 2.</b>	
9.	How did you learn about this NFDA program?		

## Primary Contact Signature

Electronic entry of this name satisfies the signature validity requirement of this form and acknowledges that the Primary Contact, on behalf of the host organization, has read both pages 1 and 2 of this form and that the host organization agrees to terms and conditions herein.