

# QUARTZ METAPHYSICAL

FACILITATOR & PRACTITIONER GUIDE



Created For Your Power

# ENTERING THE SPACE

Quartz Metaphysical is a sacred space designed for intentional community gatherings, spiritual exploration, and creativity.

Hosting classes, workshops, and events at Quartz is both a collaboration and a professional agreement.

All facilitators are expected to respect:

- ◆ The space
- ◆ The schedule
- ◆ The attendees
- ◆ The energetic container
- ◆ The business structure that contains it

# THE BOOKING PROCESS

To host an event, the following are required:

- ◆ Signed Facilitator Agreement
- ◆ Completed Internal Revenue Service W-9 Form
- ◆ \$75 Space Holding Fee (non-refundable deposit)

No event will be scheduled, listed, or promoted until all three are completed.

# HOW EVENTS ARE HOSTED

All events at Quartz Metaphysical are:

- ◆ Listed and sold through the Quartz website:
  - [www.quartzmetaphysical.com](http://www.quartzmetaphysical.com)
- ◆ Processed through Quartz as the merchant record
- ◆ Managed within Quartz policies and systems

Facilitators are contracted to lead experiences within this structure.

# ENERGY EXCHANGE (COMPENSATION)

All events operate under a revenue split:

- ◆ Facilitator receives 60%
- ◆ Quartz receives 40%

Quartz:

- ◆ Handles payment processing
- ◆ Hosts the event
- ◆ Supports promotion

Facilitator payouts are issued within 3-5 business days after the event.

# CANCELLATION POLICY (FACILITATORS)

- ◆ 7+ days notice → may reschedule once
- ◆ Under 7 days → deposit forfeited
- ◆ Under 48 hours → deposit forfeited + review for future booking eligibility
- ◆ No-shows → Not eligible for future bookings

If an event is canceled after being listed and promoted, Quartz reserves the right to deduct associated costs.

# CUSTOMER CANCELLATION POLICY

(All ticket sales occur through Quartz)

- ◆ Tickets are non-refundable within 48 hours of the event
- ◆ Cancellations before 48 may be issued as store credit
- ◆ No-shows are non-refundable

# PROMOTION EXPECTATIONS

Quartz supports promotion but facilitators are required to:

- ◆ Share event at least 3 times
- ◆ Submit materials (photos, description) on time
- ◆ Promote to their audience (if applicable)

## Promotional Materials

Facilitators may either:

### Option A - Provide Their Own Materials

- ◆ Must meet Quartz brand standards
- ◆ Must be submitted by deadline

### Option B - Request Quartz Design Support

- ◆ Quartz can create promotional graphics for a \$25 design fee
- ◆ Includes one flyer and one revision

If materials are not submitted or requested by the deadline, Quartz is not responsible for promotion or attendance.

# DAY-OF EXPECTATIONS

Facilitators are expected to:

- ◆ Arrive at least 15 minutes early
- ◆ Begin and end on time
- ◆ Maintain a respectful, inclusive environment
- ◆ Leave the space clean and reset

# USE OF ARTIFICIAL INTELLIGENCE

Quartz Metaphysical values originality, lived experience, and integrity in all offerings.

The use of AI tools (such as ChatGPT, Canva Magic Write, or similar platforms) is permitted for:

- ◆ Administrative support (emails, scheduling, outlines)
- ◆ Technical assistance (formatting, organization)

## Not Permitted

AI may not be used to:

- ◆ Generate core class content, teachings, or curriculum
- ◆ Create spiritual interpretations presented as personal knowledge
- ◆ Produce scripts, meditations, or teachings delivered as original work

All offerings must be rooted in the facilitator's:

- ◆ Personal knowledge
- ◆ Training
- ◆ Lived experience
- ◆ Authentic voice

Quartz reserves the right to:

- ◆ Decline or remove offerings that do not match these standards
- ◆ End facilitator relationships if misrepresentation is identified



# QUARTZ METAPHYSICAL RESERVES

## THE RIGHT TO:

- ◆ Approve or decline events
- ◆ Adjust scheduling
- ◆ Enforce policies
- ◆ End facilitator relationships at any time

This ensures the integrity of the space for all.

# YOGA AND OTHER REOCCURRING CLASSES

Quartz offers limited opportunities for ongoing weekly classes, such as yoga and other reoccurring practices.

These roles are held with consistency and operate differently than one time or short term offerings (such as 2-8 session workshops or courses).

Ongoing instructors commit to:

- ◆ A consistent weekly time slot
- ◆ Monthly scheduling blocks
- ◆ Active promotion and community building

If you are interested in teaching on an ongoing basis, please indicate this in the jot form application.

# QUARTZ METAPHYSICAL

We take the energetic integrity at Quartz very seriously. Quartz is a living entity created with love, intention, care, and magick. Those who teach at Quartz help us keep this energy alive.