

## HHC Education LL Rental Instructions

### Presenters Please Do the Following

1. Request a date through email [srushing@hhcpeoria.com](mailto:srushing@hhcpeoria.com) or call office at 309-685-5777
  - a. Center hold 49 plus Presenter
2. Sign contract with deposit
3. Make a flyer for the event
  - a. All Flyers must include:
    - i. Call to reserve your seat @ (*either/both presenter's phone number or email address*)
    - ii. Event held at The Holistic Health Center of Peoria Lower Level Education Center
4. Email Flyer to Office Manager for approval, and to advertise through our groups.
5. Make copies to distribute to community and place at Center
  - a. Moon Dancer (downtown Main St Owner Julie Vonachen)
  - b. Holistic health Center
6. Call Journal Star and Peoria Times to place free press release of event