



## 2018 WWTLC Gathering Information Sheet

WWTLC welcomes your gathering application for 2018!

**This Information Sheet has all of the information on the application, but it's grouped into different categories. It also has a Planning Calendar for your use at the end.**

For questions about the application process, please email [application@wwtlc.org](mailto:application@wwtlc.org) or make an appointment, via e-mail, for a phone conversation.

### **Application Process**

Application available - November 5

Application due date - December 5

Notification of approval - starting December 14

- When you submit your application online, you will receive a confirmation email to let you know that your submission was successfully completed.
- If space is available, additional applications will be accepted up to April 1. Applications must be submitted at least 90 days prior to first day of gathering.
- Application fee: \$25 non-refundable (If your gathering is accepted, the deposit will be credited toward your rental fee.)
  - Checks should be made out to WWTLC and submitted by mail with a copy of your application confirmation (which you will receive by email).  
We Want the Land Coalition  
P.O. Box 11  
Arlington Heights, IL 60006-0011
- Weekend-only gatherings will be scheduled on a space available basis, after week-long gatherings are booked. It may be possible for weekend gatherings to occur at the same time as week-long gatherings if all groups are agreeable.
- **IMPORTANT NOTICE:** WWTLC must reach our fundraising goal of \$400,000 by December 31, 2017 in order to host gatherings on The Land in 2018. We cannot support gatherings on The Land without funds to make our scheduled land payment in April, staffing for gatherings and basic accessibility improvements outlined in our Annual Autumn Appeal. Final announcement regarding gatherings in 2018 will take place no later than January 15, 2018. If we are unable to meet our fundraising goals, all deposits will be refunded at 100%.

**Gathering Size guidelines for 2018:**

- There will be a limit of 300 women (including any children) on The Land at one time.
- Gathering producers can decide to combine gatherings with their own, allow more than one gathering on The Land at the same time, and allow day visitors during their gathering.
  - If you choose for more than one gathering to occur at the same time as yours, please be aware open-air showers, portable toilets, camping and community spaces will be shared. Please know that we will be in touch to discuss any overlapping gatherings with you and the other gathering organizer(s).
  - Also, please note that if you choose to combine gatherings, you are able to split The Land rental flat fee amongst your gatherings. You won't be able to split meal costs, since those are based on a per women fee, not a bulk fee.

**Breakdown of Responsibilities**

<b>WWTLC Provides</b>	<b>Gathering Producers (GP) Provides</b>
<ul style="list-style-type: none"> <li>● Basic infrastructure: water, electricity, hot open-air showers, portable toilets (w/accessible toilet in every camping area), trash disposal and recycling, parking and volunteers to manage these basic provisions.</li> <li>● Gate security</li> <li>● Accessible eating and gathering spaces including gathering tents, lighting, tables, and chairs</li> <li>● Wheelchair accessible camping space in former DART area: fully accessible portable toilets, accessible showers, electricity for medical needs</li> <li>● Central charging station for electronics</li> <li>● Ice, tea and coffee sales</li> <li>● Rental fee with and without meal plan</li> <li>● Optional meal plan</li> <li>● Basic first aid and emergency plan (medical staff will not be available)</li> <li>● A calendar of all 2018 gatherings published on WWTLC website</li> </ul>	<ul style="list-style-type: none"> <li>● Any and all programming</li> <li>● Collection of participant fees and on time payment of rental deposits and fees</li> <li>● Staff for attendee registration and liaison for women with disabilities.</li> <li>● Scholarship and financial assistance</li> <li>● Inclusion plans (WOC, young women, older women, low income women, parents, women with disabilities)</li> <li>● Interpreting and assistance for women with disabilities as needed</li> <li>● Childcare plan, space and personnel (if you are providing childcare)</li> <li>● Support and enforcement of all WWTLC Land Usage Guidelines provided with contract</li> <li>● Primary communication with attendees</li> <li>● Marketing</li> <li>● A confirmed participant list (see Agreements below)</li> <li>● Optional services that could be provided:           <ul style="list-style-type: none"> <li>○ Community sleeping and/or designated camping areas for substance-free, family camping, etc.</li> <li>○ Transportation assistance such as: on The Land shuttle service; airport pick up/drop off; Load in and load out assistance</li> </ul> </li> </ul>

### **Gathering dates for 2018:**

The Land will be open for gatherings between June 26 through August 5, and August 13-26. However, no gatherings will be scheduled on The Land during traditional former Festival week, August 6-12, 2018. The Land will be open for day visits with no overnight camping during that time.

- Producers may arrive a day prior to the event but no meals will be provided on Mondays for week gatherings or Thursday for weekend gatherings.
- Just to be specific, here are the dates that are available for week long gatherings:
  - Tuesday 6/26 - start of gathering week 1
  - Tuesday 7/3 - start of gathering week 2
  - Tuesday 7/10 - start of gathering week 3
  - Tuesday 7/17 - start of gathering week 4
  - Tuesday 7/24 - start of gathering week 5
  - Tuesday 7/31 - start of gathering week 6
  - Tuesday 8/7 - Day Visit Week- no gatherings this week
  - Tuesday 8/14 - start of gathering week 7
  - Tuesday 8/21- start of gathering week 8
- The application allows you to choose up to 3 dates for your gathering, to allow for flexibility.

### **Rental fees and optional meal plan**

Rental fees/meal plans are as follows and based on arrival after 9 am and departure by 4 pm. Rental fees and meal plans do not include profit for WWTLC but do cover costs in providing the venue.

#### **Weekly gatherings: Tues - Sunday**

- Up to 300 women- \$15,000 flat fee without meals
- Plus \$90/woman/week for meals

#### **Weekend: Friday - Sunday**

- Up to 300 women- \$7,500 flat fee without meals
- Plus \$45/woman/weekend for meals

***Optional meal plan is available.*** Gathering producers must choose meals or no meals for all attendees. We are not able to provide a combination of meals and no meals. Children under 12 years do not pay for food. Children aged 12 years and up pay the same amount as adults.

***It is possible to combine your gathering with another gathering at the same time, if you desire.*** If you choose to combine gatherings with others, you are able to split The Land rental flat fee amongst your gatherings. You won't be able to split meal costs, since those are based on a per women fee, not a bulk fee.

- WWTLC may be able to assist with identifying another group interested in combining efforts, and matching gathering planners up to support combined gatherings. Please let us know if you are interested in this option.
- If you do choose to combine your gathering, please be aware open-air showers, portable toilets, camping and community spaces will be shared.
- If you are interested in combining gatherings or if you are open to another group being on The Land at the same time, please know that WWTLC will be in touch to discuss any overlapping gatherings with you and the other gathering organizer(s).

### **Meal plan details**

Meal plan provides three vegetarian meals per day: cold breakfast, lunch, dinner. The meal plan will have a fixed vegetarian menu. Coffee and tea will be available for sale. Delicious Land Water (hot and cold) will be available in abundance. Some dietary choices will be provided (i.e. vegan, gluten free) but not all preferences can be accommodated.

Arrival day meals (Tuesday for weekly and Friday for weekend) will include lunch and dinner. Departure day meals (Sunday) will include cold brunch. The meal plan only includes the food. Attendees are expected to bring their own plates, utensils, napkins and cups. Dishwashing areas will be provided.

***If you will be providing your own meals***, open fires are only permitted in designated fire pits. WWTLCLand Use Guidelines for food storage and trash disposal must be followed to control raccoons, skunks, etc.

### **Workshifts:**

WWTLCL seeks to continue the feminist principle of co-created events and gatherings, including the opportunity to serve on volunteer workshifts during a gathering. Examples of work shifts include garbage collection, security shifts, kitchen shifts, recycling. Availability of pre and post gathering workshifts is based on WWTLCL need and determination of need will be the sole responsibility of WWTLCL. Workshifts during, before and after gathering will be available on an as-needed basis. If before or after gathering, meals will be provided for attendees volunteering 8 hrs/day.

### **Children**

If you gathering will include children, childcare will need to be planned, either as part of the gathering or as organized by the parent(s). All parents must sign a WWTLCL waiver for their children. If childcare is available, parents/caregivers may not leave The Land during times childcare is provided due to insurance liability. If no organized childcare will be provided, parents will be responsible for their own children.

All children are included in the total count of attendees to your event. If you are choosing the optional food plan, children under 12 years do not pay for food. Children aged 12 years and up pay the same amount as adults.

### **Gathering Insurance**

WWTLCL requires all gatherings to have additional insurance coverage as a rider to our existing insurance coverage. Based on WWTLCL's agreement to purchase The Land, WWTLCL needs to provide notice of gatherings and proof of insurance at least 60 days prior to the gathering. Gatherings cannot occur unless these requirements are met. If you do not provide proof of insurance at least 90 days before your gathering, you will lose the dates and deposit. However, you can re-apply for a later date.

WWTLCL has contacts of place(s) where you can obtain additional insurance coverage, which will be provided to producers when a Land Contract is signed. *NOTE: As an example of a rider, WWTLCL purchased an additional insurance rider for 100 women on The Land in August, 2017 for 4 weeks, at a cost of \$100.*

### **After Application is accepted**

- After an application is accepted, gathering producers will be asked to complete a Final Preparation form approximately 30 days in advance of your gathering. Among information needed will be number of tents, RVs (including size), women with disabilities in need of accessible camping with electricity, etc. Information will be provided with the final contract providing a detailed description of terrain and accessible areas for women with disabilities.
- You will be asked to appoint a liaison for women with disabilities in your gathering who will work directly with the WWTLC Land Team before and during your gathering.
- Producers will need to complete a short Virtual Land Conservancy of West Michigan informational training.
- Producers will need to provide WWTLC with final list of attendees along with their arrival and departure dates, one week prior to the start date of the gathering.

### **During the gathering**

- Producers will verify registration at the entrance to The Land between 9 am-5 pm to verify registered gathering attendees. We understand that attendees not registered for the gathering will not be allowed on The Land.
- No on-site registration will be permitted. However, you may add 10% of your total number of attendees up to 2 weeks prior to the event. In addition, if one attendee cannot attend, another attendee can take their place.

### **Preliminary Agreements:**

After your application is accepted, you will be asked to agree formally to the following in the signed contract. Additional agreements will be included in the final contract. Applicants are asked to verify your agreement to the following:

- We will adhere to the mission of WWTLC to provide women and girls with unique programs, gatherings, and experiences that celebrate women's history, promote healing and empowerment, build women's community, and encourage education and growth. We will uphold the values of respect for each other and The Land and welcome diversity among our attendees based upon the intention of our gathering.
- We understand that Weekend-only gatherings will be scheduled on a space available basis, after week-long gatherings are booked. It may be possible for weekend gatherings to occur at the same time as week-long gatherings if all groups are agreeable. We also understand that in 2018, gatherings over 100 attendees will be considered on a case-by-case basis and may require additional fees.
- We understand producers will be asked to adhere to WWTLC Land Usage Guidelines provided with final contract.
- We understand that prior to the gathering, producers will:
  - complete a short Virtual Land Conservancy of West Michigan informational training.
  - complete a Final Preparation form approximately 30 days in advance of your gathering. Among information needed will be number of tents, RVs (including size), women with disabilities in need of accessible camping with electricity, etc. Information will be provided with the final contract providing a detailed description of terrain and accessible areas for women with disabilities.
  - appoint a liaison for women with disabilities in your gathering who will work directly with the WWTLC Land Team before and during your gathering.

- provide WWTLC with final list of attendees along with their arrival and departure dates, one week prior to the start date of the gathering.
- (if applicable) Ensure that all parents/caregivers with children under 18 in attendance at our gathering know they must sign a waiver provided by WWTLC. We understand that if childcare is available, parents/caregivers may not leave The Land during times childcare is provided due to insurance liability. We also understand that if no organized childcare will be provided, parents will be responsible for their own children.
- provide proof of insurance coverage at least 90 days prior to our gathering
- We understand that during the gathering, producers will verify registration at the entrance to The Land between 9 am-5 pm to verify registered gathering attendees. We understand that attendees not registered for the gathering will not be allowed on The Land.
- No on-site registration will be permitted. However, you may add 10% of your total number of attendees up to 2 weeks prior to the event. In addition, if one attendee cannot attend, another attendee can take their place.
- We understand that WWTLC is organizing workshifts. Availability of pre and post gathering workshifts is based on WWTLC need and determination of need will be the sole responsibility of WWTLC. Workshifts during, before and after gathering will be available on an as-needed basis. If before or after gathering, meals will be provided for attendees volunteering 8 hrs/day.
- We will provide a deposit of 20% when contract signed, another 30% 90 days before event, another 30% 60 days prior and the remaining 20% 30 days prior. I understand that the deposit is refundable up to 50% of the total paid amount to date if cancellation occurs up to 90 days prior to the first day of the gathering. After 90 days, the deposit is not refundable.

## **My Gathering Planner**

This table below is a handy way to keep track of the specific deadlines associated with The Land Contract. There are blank spaces for you to add your own deadline dates, based on the dates of your gathering.

11/5/17	Application available
12/1/17	Application and \$25 non-refundable fee due
12/14/17	Notification of approved applications begins
12/31/17	WWTLC Annual Autumn Appeal ends
1/15/18	Final announcement as to whether gatherings will occur on The Land in 2018
4/1/18	Final date for applications. Note that applications need to be submitted at least 90 days before first day of gathering
	Date contract signed: 20% deposit required
	Date of my gathering
	Date 90 days prior: Date to provide proof of insurance coverage
	Date 90 days prior: 30% deposit required
	Date 60 days prior: 30% deposit required
	Date 30 days prior: final 20% deposit required
	Date 30 days prior: Final Preparation Form due, including number of tents, RVs (including size), women with disabilities in need of accessible camping with electricity, etc
	Date completed Virtual Land Conservancy of West Michigan informational training
	Date liaison for women with disabilities began working directly with the WWTLC Land Team
	Date 2 weeks prior: Last date to add up to 10% more women to my event
	Date 1 week prior: provide WWTLC with final list of attendees along with their arrival and departure dates