

*** Tips to use in running your own Latinix™ Business and managing your Clients ***

- 1: All fees must be paid in full. You as instructor have the right to refuse any client at a class if payment is a problem.
- 2: All liability waiver forms must be completed before the time of any scheduled classes. Failure to do so may result in delay in your scheduled classes, or legal problems in the future should any client (permanent or walk-in-customer) decide to take any legal actions against you. Be sure your clients understand that all forms are confidential.
- 3: Let your clients know that promptness is appreciated, and being late for any class, is disruptive to the rest of the group, and disrespectful to you as instructor.
- 4: Clients **MUST** abide by all facility- and instructor's- rules and regulations. If clients do not, they can be expelled from the class, without a refund or the ability to reschedule and will be subject to the rules of your cancellation policy.
(be sure to have a cancellation policy in your contract)
- 5: Clients attend any and all classes at their own risk.
- 6: For the Instructor as well as for the Clients – important tips to remember:
 - *Eat something before class to get your energy levels going, but no major meals within 3 hours before the class.
 - *Stay away from energy drinks.
 - *Drink lots of water during the day, and especially during your class.
 - *Sleep is important, be sure to get enough.
 - *Proper foot-wear is important, especially if you are doing your Latinix™ classes on anything other than a proper Dance Sprung Wooden Floor.
- 7: Set boundaries on your business hours when clients can reach you. Since everybody uses cell phones these days some clients tend to forget about the courtesy of business hours and might start taking advantage of the fact that they can reach you 24/7, because you have a cell phone.
- 8: Space your clients during class. You as instructor can see everything from the front. Do not let one client take over the entire dance space without consideration towards the other people in the class.
- 9: Keep your friendliness cheap, but your friendship expensive! Be careful not to become BEST FRIENDS with each and every client in your class. Keep your Latinix™ classes professional and the environment confidential.