

# **Host's Terms & Conditions**

## **Makerscape.in**

India's Only Platform Exclusively For Workshops\*

At MakerScape, we believe that every workshop should deliver a consistent and professional experience. To support this, the following terms and conditions are outlined. These ensure that participants remain at the heart of every session while upholding the standards we stand for.



### **Sharing of personal details is strictly prohibited**

Hosts are strictly forbidden from sharing personal contact information, business cards, or any personal branding materials with participants.



### **Prohibition of Promotion and Marketing**

Hosts are not allowed to do any personal branding, promotion, marketing, or sell products or services to participants.



### **Official Communication Only**

All participant inquiries, requests for stationery or workshop materials, and any form of follow-up communication must be directed exclusively through MakerScape's official customer service channels.



### **Representation Protocol**

Hosts must represent themselves solely as official representatives of MakerScape and are not permitted to act or present themselves in any personal or individual capacity.



### **Photography and Media Rights**

All photographs captured by MakerScape during the workshop are the exclusive property of MakerScape and may be used by the organization for promotional purposes.

- Participants may share these photographs on their personal social media platform.
- Hosts may only share these photographs on their personal social media stories if a visible tag of the organization (@MakerScape.in) must be included.

Any breach of these guidelines may result in immediate termination or discontinuation of the hosting contract and may affect the payment.

*Thank You!*

*Your passion and expertise help us create memorable experiences for our makers community. For any questions, reach out anytime.*

*Website: [www.makerscape.in](http://www.makerscape.in)*

# Host Workshop Checklist

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## Pre-Workshop

- ☐ Confirm date, time & location with MakerScape.
- ☐ Arrange your own transport (expenses not covered).
- ☐ Review the Workshop Manual thoroughly.
- ☐ Save support numbers: 8251917179, 9390715011.



## On Arrival

- ☐ Reach venue 30–45 mins early.
- ☐ Collect the 1 paid water bottle provided to host.
- ☐ Set up & arrange materials at least 10 mins before start.
- ☐ For venue issues, contact MakerScape or café staff.
- ☐ Dress neatly & stay professional yet creative (Host & Co-Host).



## During the Workshop

- ☐ Greet participants warmly & respectfully (Sir/Ma'am).
- ☐ Give equal attention to all; move around & assist.
- ☐ Encourage questions, interaction, and sharing.
- ☐ Keep checking if participants are comfortable and engaged.
- ☐ Track time carefully without rushing.



## Post-Workshop

- ☐ Clean your workspace.
- ☐ Return reusable tools/materials to MakerScape.
- ☐ Share shortages/feedback with MakerScape team.
- ☐ Take all your belongings before leaving.

*Note: If the host needs to step away briefly during the workshop for a couple of minutes, another designated host or co-host should take over to ensure everything runs smoothly.*

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# Workshop Hosting Manual

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## ● Guest Arrival

- Greet each participant warmly (handshake, smile, or verbal welcome).
- Guide them to seats/tables.
- Encourage casual chit-chat if there's buffer time.
- Create a friendly, comfortable atmosphere.

## ● Introduction (Workshop Begins)

- Welcome everyone formally:  
"Hi everyone, welcome to the Makerscape Workshop! We're really excited to have you here today."
- Introduce yourself:
  - Name
  - (Optional) Where you're from
  - Your workshop hosting experience
- Share samples or favorite works (if available).
- Explain what participants will be making today.
- Set the tone: casual, fun, creative, not about perfection.

## ● Workshop Flow

- Move around, guide & give personal attention.
- Share quick tips/tricks/fun facts.
- Encourage interaction among participants.
- Maintain politeness, humility, and respect.

## ● Closing the Workshop

- Announce: "15 minutes left, let's begin wrapping up."
- Assist calmly as participants finish.
- Gather participants for appreciation & showcase.
- Thank everyone for their time and energy.

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## ● Closure Line – Talk About MakerScape

- Share brief:  
“Makerscape is a platform where we host creative workshops every weekend. Currently, we’re in Hyderabad and soon expanding to other cities.”
- Mention private/corporate workshops (CSR, birthdays, parties, team events).
- Highlight: these workshops promote happiness, togetherness & creativity.

## ● Closure Line (Example)

- Distribute any gifts/vouchers/flyers/cards provided by MakerScape.
- Encourage participants to follow MakerScape on social media & share photos.
- Encourage participants to share their experience by leaving a Google Review through the QR code provided.
- Mention upcoming workshops & how they can join again.

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