



RWTV Instructor Expectations and Responsibilities

1. All RWTV Instructors must be available to fly to Phoenix on the mentioned dates. If you have any conflicting dates, please notify the RWTV Coordinator.
2. You will be sharing a room with someone of the same gender.
3. All RWTV Instructors must be flexible with the filming schedule, as things sometimes need to shift.
4. RWTV Instructors will be busy, and sometimes the studio days will be long. Look at this more like mission/work project than a vacation. We want to steward our time responsibly. There will be built-in break times, but there is not much downtime.
5. All RWTV instructors are expected to send their workout(s) to modifier(s) at least 3 weeks before filming.
6. All RWTV instructors will submit their class plans and playlists to the RWTV Coordinator at least 4 weeks before filming.
7. You may be asked to pick up or return rental cars at the Phoenix airport.
8. You may be asked to drive the rental car while in Phoenix.
9. All RWTV Instructors should be in the studio at least one hour before your scheduled time to film.
10. RWTV videos pay \$75.00 per workout for leading and \$15.00 for modifying. Your travel, food, and housing expenses are paid. Friendly reminder this is Kingdom work :)
11. You may be stopped during filming. We want this to be as enjoyable as possible, yet as excellent as possible. There are various reasons we may need to stop (ie: sound issue, form, music, etc), so if we need to stop, take a breather and we'll pick up where we left off.
12. All RWTV Instructors will need to work well as a team, communicate any changes about their workout before filming, and conduct themselves in a professional and God-glorifying manner.
13. All RWTV Instructors will need to know how to create and run their playlists, and any interval timers they may need for a workout.



14. All RWTV Instructors will be reimbursed for travel expenses. At Revelation Wellness sponsored events, RW travel coordinator will generally book airfare (if needed), hotel and provide transportation to and from airport to the hotel and/or to the event. If a circumstance occurs in which you need to book your own travel this must be approved by RW in advance and RW will reimburse the Contractor for any necessary reasonable travel expenses (including *meals) promptly after the Contractor submits to RW appropriate proof of the expense and payment by Contractor of such expense. Please submit the reimbursement request within five days of the trip. If the Contractor would prefer to drive to an event please reach out to the RW travel coordinator for reimbursement options. RW will reimburse Contractor for other expenses incurred by Contractor in connection with the performance of the Services only if such expenses have been approved in advance in writing by RW, and all necessary documentation to establish and detail the amounts of and purpose for such expenditures must be included with the Contractor's reimbursement request.

*Meals/food not to exceed \$70 per day per Contractor traveling. This should be reduced by any group meals provided by RW during the event or while traveling.

Suggested maximum spend per meal, per day:

Breakfast \$15

Lunch \$20

Dinner \$30

Incidentals \$5

The following items associated with business travel will not be reimbursed by Revelation Wellness:

- Airline club memberships.
- Airline upgrades.
- Business class for domestic flights or first class for all flights.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely Fashion.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs.
- Any travel costs for family members: lodging, meals, flights, etc.