

Pre-Retreat Organiser

1. Checks if request for monastics/teacher has gone out.
2. That venue is booked.
3. Sees that the retreat team in place i.e. Tour Organiser, booking team and all other roles.
4. Liaises with Monastic/Teacher.
5. Sets price of retreat with Treasure ... overheads i.e. flights accommodation, travel, food, venue cost, if lay teachers may have to cover cost of assistant.
6. Books flights, visas.
7. Gathers information needed for Booking Team eg. name of retreat, who is leading retreat, membership list, sangha list.
8. Breaks down the cost/types of rooms i.e. single, twin dorms etc. number of beds to be released for Eventbrite, how many concessions beds and number to be needed to be kept back for volunteers, Monastic etc.
9. Decides on dates and other information need for Web, posters etc.
10. Sends out Retreat invite/booking ...first to Members giving a few days, then to sangha's giving a few days, then to Web page and Facebook then to mailchimp if needed ... Mailchimp is large and needs to be paid before info can be sent out.
11. Works with booking team to pass info to Dharma Family person, Meditation Hall Team, Dining room On-Retreat Organiser and reception team.
12. Printing i.e. Gathas, Posters, Schedule, family list, songs, list of names/room numbers and any request from Teachers i.e. 5 mindfulness Trainings
13. Ensures there are books for shop, library and find someone to look after same.
14. List of volunteers for Dharma Family Facilitation leading deep relaxation etc. making sure they have all been asked.
15. Check Teams have all they need and liaise with on-retreat person
16. Bring stationary.
17. Bring petty cash to reimburse volunteers.
18. Bring MI cash sheet to log financial transactions during retreat eg. money for monastics, payments taken in.
19. Organise people to pick up books cushions etc.
20. Organise travel to retreat for monastics.
21. Send out email to all retreatants with info like what to bring etc.
22. Organise someone to buy & bring biscuits/chocolates for Be-in/Tea Ceremony and tea station.

23. Find someone to set up Monastic/Teacher's room, e.g. flowers and tea/snacks.