

Booking team (2 people)

IT person plus Room Placement person

1. Eventbrite setup: after liaising with Pre-retreat Organiser on cost per person/room type .. set up single or dorm etc. and number of beds to be released.
2. Send out invite to members, giving them a few days (approx 5), then to Sanghas after a few days, then send to web page ,facebook and if needed to Mailchimp, need to talk to Pre-retreat org to see if Mailchimp is paid up to date
3. Email address need to be monitored and kept up to date with booking and enquiries.
4. Spreadsheet: best if both can check and keep updated (eg. through Google Docs), to include names, room numbers, email address, phone numbers, medical problems, family name, any special request ie. need quiet room, mobility problems, access to toilet etc.
5. Pass on relevant information to Pre-retreat Organiser: Names, email phone numbers, medical problems ie. allergies...
6. Pass on relevant information to Dharma Family person + after talking with retreat org all likely names for Dharma Family Facilitators
7. Pass on relevant information to Kitchen/dinning person.
8. Pass on relevant information to On-Retreat Organiser, eg. all medical problems mobility problems etc.
9. Pass on relevant information to Meditation room person any problems re need to lie down ect.