

On Retreat Organiser

1. Write schedule (send to monastic/teaching team if possible in advance).
2. Organise building on first afternoon.. Eg. setting up kitchen for PV style self service, tea & coffee station, basins etc. Making sure all communal rooms are cleared out, set up etc.
3. Organising someone to put up gathas, family room names, schedule.
4. Organising people for all activity bells (6am, 8am, 10am, 12pm, etc. morning, food and all activities), & to sound bell and read contemplations for meals.
5. Organising and liaising with people who offer morning exercises, announcing locations etc. at the end of morning sit.
6. Organising people to lead deep relaxation, walking meditation, 5 contemplation sharing etc. as requested by monastic team.
7. Liaising with building staff, health and safety announcements (first night), fire drill - anything we need to know etc.
8. Troubleshooting last minute set up issues, dealing with any problems that arise for retreatants and team and staff, knowing who to speak to to resolve an issue, who and what can be delegated etc.
9. Meeting with monastic team to finalise schedule, liaising with this team throughout to make sure they are comfortable and supported.
10. Amending schedule.
11. Announcements, providing a welcome, pointing out who to talk to with questions, explain families, family leaders, notes on the building (eg. shower before ten), health and safety, ensuring and drawing attention to the emergency phone number(s) on the board and that if there was a problem in the middle of the night, ask anyone who is leaving to leave message at the desk to notify that they have left.
12. Hold morning meetings in PV fashion, breathing to start, ensuring team is feeling heard, agreeing delegation of tasks.
13. Assisting retreatants with all questions and issues as they arise.
14. Keeping an eye that time is being kept, bells being rung, everything is going smoothly.
15. Announcing offer of lifts list, explaining dana and ensuring bowl goes out and is emptied, explaining Mindfulness Ireland membership and organising box with sign up sheets to go beside dana bowl. Counting number of retreatants left to aid kitchen in preparing last meal.
16. Organising cards to thank monastic team/teacher, kitchen and building team etc.
17. Giving Dana to monastic team/teacher.
18. Helping with clean up, leaving building as found etc.