

Reception Person

1. Assist On-Retreat Organiser in managing reception duties, welcoming and showing retreatants to rooms, managing sign in spreadsheet etc.

Dharma Family Person

1. To get names of attendees from booking team
2. Divide names into dharma sharing families after checking with Pre-retreat Organiser(s) as to number of large rooms available onsite for family sharing.
3. Send email asking for facilitators for Dharma Families.
4. Give the families names.
5. Checking to see if teacher or monastics wish to facilitate.
6. Ensure that Meditation Room Person is in meditation room family.
7. To send list of families and names to booking team.
8. To bring Dharma sharing guidelines + songs sheet, asks Pre/On-retreat Organiser(s) if bells are available on retreat for each family.
9. To print out lists of families for retreat
10. On retreat to make sure family has list of names, bells, songs etc.

Kitchen /Dining Room Person

1. To receive list of allergies/special dietary needs from booking team to be passed on to catering staff before retreat (or pass to Pre-Retreat organiser).
2. To liaise with catering staff on site what our needs are etc.
3. To ensure bell, gathas, contemplations, stationary to make 'gluten free' signs (or similar) are brought and set up in dining hall.
4. On retreat to set up Dining room in PV style if possible (buffet serving & enough tables/chairs for retreatants).
5. To assist catering staff with set up if needed.
6. To make sure food is marked i.e. gluten free or containing nuts etc. (requires speaking with catering staff before meals).
7. To sound bell 10 min before meals.
8. To organise people to read contemplations before eating.

Meditation Hall Person

1. To make sure there are mats cushions and large MI bell for Teachers Monastics in advance of retreat (held in Oscailt).
2. To bring Flowers candles incense but check with Pre-retreat Organiser to see if venue allows candles etc.
3. To ask about sound equipment, Whiteboard Flipchart etc
4. Ensure Song sheets are brought and distributed before dharma talks.
5. On retreat to set up Meditation Hall appropriately for all events held in Hall.
6. To set up shrine, flowers, candles to make room beautiful.
7. To sound bell 10 min before activities.