

When	What	Who
January 2017	Designate Registrar	
January 2017	Designate Treasurer	
February 2017	Establish Draft Agenda for the retreat	
February 2017	Website Registration Updated	
April 2017	Develop Menus for the Retreat	
April 3, 2017	<p>Assign Retreat Facilitator Duties include: Assist monastics with Orientation on first evening; make announcements; provide wrap-up Develop key points to be covered during the orientation.</p>	Brenda
May 7, 2017	Assign liaison with the St Paul before and during the retreat. Confirm number of meals with Catering Serviced by May 7.	
May 7, 2017	Email reminder to participants (including 'what to bring' link and retreat materials posted on the website) one week before retreat	
May 7, 2017	Post retreat package on the website	
May 10, 2017	<p>Do name tags and assign participants to Dharma Sharing Groups</p> <p>Select 4 - 5 Dharma Sharing Leaders and back-ups depending on # of participants</p>	

May10, 2017	Retreat Packages; Copy double sided and compile 70 program packages including;; Program Schedule; Bookmarks; The Five Mindfulness Trainings; Songs of Practice and Plum Village Practice Chants; Words and Music for the Heart Sutra; Retreat Evaluation Form 40 copies of The Art of Mindful Living Practices 30 copies of 5 Mts What Are They?	
May 10, 2017	Bring Flip Chart for Presenters	
May 12, 2017	Bring large bell, inviter, chimes and frog Bring cushions and mats from church	
May 12, 2017	Bring masking tape, odorless magic markers, clipboard, flipchart paper, pencils and pens. Application forms to receive the 5MTs, Forms for DT consultation; Sign-up sheet for OI consultation; (12) 5 contemplations, small bell and inviter, extra blank name tags	
May 11-12, 2017	Provide Millaray with 4 pillows and 3 sleeping mats	Catherine can provide 4 pillows Vinh 3 sleeping mats
May 12 - 14, 2017	Write up Friday, Saturday and Sunday Program Schedule on the flip chart and ensure that they are displayed Saturday and Sunday morning by 8:00 am ; Post any program or room changes	David for Friday evening Brenda Saturday and Sunday
May 13-14, 2017	Assist Monique with preparation and delivery of breakfast foods to the Monastic's rooms at Residence .	Monique and Mihaela
May 12, 2017	Organize and set-up Sangha Library at St Paul for retreat participants	Kelly

May 12, 2017	<p>Designate on site participant registration Volunteers</p>	David, Janice, Mary Jane, Kelly
	<p>Registration volunteers duties include: Arrange to pick-up the approx. 50 participant folders to bring to the retreat.</p>	
	<p>Some volunteers, to arrive at the St Paul at 1.30 pm to set up the registration table with folders, list of participants, make and put up signs providing directions to rooms for dharma sharing, write-up the Friday program on a flipchart. Place sign-up sheet for Monastic Consultation on clip board. Place three small boxes with letter slots and deadlines, one for Monastic consultation questions (due by 11.00 am Sat), one for evaluations forms and one for applications to receive the 5 mindfulness trainings (due 5.30 pm Sat).</p>	
	<p>Place signs for Noble Silence, the Meaning of Dana and Gathas in strategic places. Post signs for Dharma Sharing Groups on doors of rooms.</p>	
	<p>Designate area to remove and shoe and prepare sign asking people to Please remove shoes and store in an orderly fashion.</p>	
	<p>When participants arrive starting at 3.00:</p>	
	<ul style="list-style-type: none"> • check their name on the list; • provide them with their information package, name tag; • review the content of the package (remind retreatants to bring it to all the sessions); • explain dharma sharing group referred to on name tag; • mention opportunity for monastic consultation; • answer questions and direct them to the main room 	
	<p>Shifts 3.00 – 4.00 Janice and David 4.00 – 5.00 Mary Jane 5.00 – 7.00 Kelly</p>	

<p>May 12 -14, 2017</p>	<p>Assign Dharma Sharing Facilitators</p> <p>Dharma Sharing Facilitator Duties: Bring small bell and inviter for use throughout the two sessions;</p> <p>Suggested approach Session One: Invite the bell; Introduce yourself and provide brief background on your role; Explain purpose of Dharma Sharing and Review Dharma Sharing Guidelines; Explain that Sharing can bring up strong emotions, Ask individuals to introduce themselves and what they hope to get out of the retreat; Answer any questions; Invite the bell to close.</p> <p>Suggested approach for Session Two: Invite the bell; Brief introduction of group Review key elements of the Guidelines; Briefly comment on your experience of the Dharma Talk; Use the practice to deal with strong emotions; Suggest that others reflect on the Dharma Talk or other issues concerning their practice. Facilitate the Sharing; Invite the bell</p> <p>Provide suggested approach for sessions to facilitators via e-mail</p>	<p>English speaking groups: Millaray, Brenda, Mihaela, André V French speaking group Paul</p>
<p>May 13- 14, 2017</p>	<p>Have 4 servers for meals</p>	
<p>May 13, 2017</p>	<p>Rehearsal of the 5 Mindfulness Trainings ceremony for aspirants at 9.00 Saturday evening, OI member to act as the representative during the ceremony for those wishing to take the Five Mindfulness Trainings</p>	<p>Mihaela</p>

May 13, 2017	Assign Five Sangha Members to do the presentation on the Five Mindfulness Trainings prior to the retreat. On Saturday morning of the retreat, the presenters will meet with Monastics and to discuss content and logistics because presentation time is limited	1st 2nd 3rd 4th 5th
May 13, 2017	Lead for Deep Relaxation evening Saturday May 13,	Vivian
May 12, 2017 May 13, 2017	Lead for Guided Meditation Friday May 12, 4.00 - 5.00pm Lead for Guided Meditation Saturday May 13 1.10 - 1.50pm	André V Paul
May 12-14, 2017	Dharma Hall Coordinator Duties include: Working before and after each session to ensure that cushions and chairs are arranged appropriately for the next session.	
May 12-14, 2017	Lead for the preparation and care of the altar during the retreat. Duties include; Bring a picture of Thay and picture holder, small Buddha, 12 beeswax candles, 3 tea candle holders, flowers and vase, bowl, fruit, incense and holder for use during the transmission of the 5MTs, lighter, cloth for the table; setting up the tables; light the candles with a lighter not sulpher matches before the evening and morning meditations; caring for the altar to ensure that it is orderly at all times. Bring brown covers for the monastic cushions.	
May 12 - 14, 2017	Drinking water for the speakers: Assign someone to be responsible for ensuring that glasses and a pitcher of fresh water are provided to the speakers at the front of the hall within their easy reach. This should be provided fresh morning, afternoon and evening.	Brenda

<p>May 12 - 14, 2017</p>	<p>For dinner, volunteers to invite the bell two times to signal that retreatants may enjoy a second serving. ?</p> <p>For lunch, invite the bell and read the 5 Contemplations. Twenty minutes after the start of the meal invite the bell two times to signal that retreatants may enjoy a second serving move around.</p>	
<p>May 13, 2017</p>	<p>Assist Monastics in organizing and providing one to one OI consultation: Have sign-up sheet available at registration desk, provide retreatants with forms to write out their question and put in box by 11.00 am Sat, assign for the consultation and ensure that rooms and times of consultation are posted by 1.45 pm Sat.</p>	
<p>May 13, 2017</p>	<p>Lead two groups 1) walking meditation by the river and 2) walking meditation on grounds outside or inside depending on participants from 11-12.00 Saturday May 13.</p>	
<p>May 14, 12.00- 1.30</p>	<p>Sunday lunch, invite the bell 2 times, read the 5 contemplation then one bell, after 20 minutes invite bell two times, do wrap-up. After Lunch set up the Be-In Circle Provide some wrap-up notes. Thank people for attending, join or create a sangha use mindfulness practices in daily life especially if strong feelings come up.</p>	
<p>May 14, 1.30 - 2.00</p>	<p>Clean-up crew to mindfully assist in the packing up and loading of all items brought by organizers to the retreat. Making sure the facilities are tidy and cleared of any items left by the participants.</p>	<p>Sangha Members</p>

Volunteer Tasks Template for Retreat with the Ottawa Pagoda Sangha May 12 - 14, 2017