

# Port Townsend Sangha

## Weekend Retreats Volunteer Tasks

### Set-up / Take-down Coordinator

Main points for the job of Setting-up and Taking-down during a retreat include:

Prepare before retreat:

- Get the key code from a Sangha Guiding Committee member who is liaison with the Yacht Club.
- Be sure facility is clean and tidy.
- Locate the heat source and figure out how to use it. Set at a comfortable, but not too warm, temperature.
- Set out chairs for  $\frac{1}{3}$  to  $\frac{1}{2}$  the number of people who have signed up for the retreat. Leave space at the front of the chairs for people to place cushions on the floor.
- Set up teacher's area with a screen, wall hanging, small table, water glass or mug, Buddha statue (from MMI), and a bouquet for fresh flowers.
- Set up table for sign-in and dana basket (for teacher).
- Set up tables for tea and cover with tablecloths.
- Help or direct other helpers, as needed.

After the retreat:

- Clean-up involves undoing everything from Set-up (listed above)!
- Wash dishes.
- Empty wastebaskets.
- Sweep floors.
- Turn down heat.
- Pack up Sangha items and ensure they are returned to MMI.
- Ensure facility is left in a sparkling clean condition.