

# PT Sangha

## Wednesday Meditation Set-up Procedures

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### Stage Area:

- Set small square table on grass mat at edge of stage
- Place Buddha statue on table with small decorative cloth draping down front
- Position shoji screens (2) behind Buddha
- Position floor lamp behind shoji screens, plug in and turn on
- Arrange 6 electric tea light 'candles' in front of Buddha
- Place vase and flowers (if available) on floor near Buddha
- Place the bell in the front of the altar for the Lead Meditation volunteer to retrieve
- Place the dana basket (with its sign) somewhere prominent on the altar

### Seating (sanctuary area):

- Move one of the long tables to the front foyer area.
- Plug in the boom box and Samsung tablet.
- Place zabutons and zafus outside the bathroom door (on the floor or on some chairs)
- Turn on track lighting on the west side of the sanctuary; leave the florescent lights off.

### Entry (foyer area):

- Place long table at an angle so it's easily accessible as people enter
- Place 20x30" "Welcome to PT Sangha" poster board in holder and center on table
- Arrange the Contact List clipboard, Volunteer Sign-up sheet clipboard, Brochures on the table. Put the appropriate a-frame signs in back of each item. Make sure there are pens available near clipboards.
- Make sure front door is unlocked and lights are on in the foyer, hallway, library and kitchen.

### Library (second office):

- Make sure the light is on in the library, that the door is open and that the sign-out sheet clipboard is available on the bookshelf.

### Take-Down:

- Reverse all of the above steps, ensuring:
  - Seating is as it was before setting up (left as the Quakers left it).
  - All items are stored away in, on or near the cabinet in the washroom (zabutons, zafus on top; screens and lamp along side; Buddha covered with cloth and inside)
  - Table in foyer is returned to sanctuary
  - All lights are turned off and front & back doors locked.