

Although we are not able to tell you exactly what you will be doing ahead of time, the following is provided to give you an idea of how the day works and what kinds of things volunteers are called upon to do.

Please know that we make every effort to get you into the hall for as much of the day as possible, but there can be times where we need your help during the program. Generally this happens during the first 15-30 minutes of the day, not during the main dharma talk or instruction period.

Set Up / Registration- Please be on time!

Set up may include:

- Setting up folding chairs in the hall
- Opening windows and skylights
- Setting up registration or book sales tables in the hall or foyer
- Preparing the stage: getting water or tea for the teacher(s), setting up teacher's chair/ cushion
- Greeting and/or registering attendees as they arrive (may involve handling money)
- Directing parking
- Other tasks to assist the event staff.

Recording, AV, and mic running assistance: Some teachers ask for their talks to be recorded. Other times we need a volunteer to take a handheld microphone into the audience when the teacher does a Q & A. If you are comfortable operating our AV equipment, we will train you if we need help with AV related tasks.

During breaks / Lunch

Part of your service may be during the first or second half of the lunch break and sometimes during a walking period or other break. Please be sure to check in with the event staff to see what is needed!

Service during these times may include:

- Helping in the bookstore
- Tidying and re-stocking restrooms
- Photocopying or other administrative tasks

Breakdown / Clean up – Close of program

Closing is as important as opening and setting up for the program. We request that you talk to the event staff person before you leave to ensure that all volunteer tasks are complete.

Some of the things to be done include:

- Moving and restacking cushions, chairs and tables
- Taking out garbage, recycling and compost from hall and bathrooms
- Tidying restrooms: sweeping, cleaning mirrors & sinks, restocking supplies
- Vacuuming the hall and foyer
- Restocking teas and cleaning the tea area
- Closing windows

Other:

- During events with potlucks, we need additional volunteer support setting up, preparing, serving and cleaning up the meal area and dishes.

Please note: The above are partial lists and there are many things we need volunteer support for, not all of which may be directly related to the event you are attending. We appreciate your helping with whatever needs to be done!

Please let us know in advance if you have any limitations that will affect your ability to perform some of the above tasks.

If something comes up during the event, please speak to the event coordinator.