

# Tergar Madison Meditation Center

## Volunteer Set-Up and Shut Down Procedures

### Enter the community premises and unlock doors

1. Enter through the rear door in the rear hallway using the electro-mechanical lock and keypad interface. A four-digit passcode is required; see Tergar community leaders for this.
2. **Unlock the rear door** for others to enter without the code: use the Allen key to lock the push bar into the open position by inserting the key into the hole and turning clockwise *while pressing the bar in*. Then —
3. **'Unlock' the building entrance**: use the Allen key taped to the rear door to 'unlock' the building entrance, just as with the doors to TMad. This will allow latecomers to enter the building. Tape the key back onto rear door hardware.
4. **Unlock the main entry door** (with glass window) for the evening: using Allen taped to this door, follow the same procedure as above in #2, except that Allen key is turned *counter-clockwise* to lock into open position.
5. [REMEMBER TO 'LOCK' EACH PUSH BAR WHEN YOU LEAVE FOR THE NIGHT].

### Turn on the lights

1. In the lounge area, flip the light switch at the main entry door or the entrance near the kitchen, and turn on individual floor-standing lights in the lounge.
2. In the anteroom with meditation pads, turn on the light switch located near the double doors.
3. In the meditation room, turn on the light switches near the rear door and windows to the hallway (near the audio equipment cluster). Using the sliders, adjust the level of the lights to around half power.
4. Finally, turn on individual floor lamps in the meditation room.

### Set up the entry table near the main entry door

*Tuesday and Thursday evenings have specific signage and accompanying materials:*

1. Tuesdays: ensure that Joy of Living sign is posted and a stack of printed copies of the JOL curriculum are placed on the table; put Thursday signage in file drawer below bookshelves.
2. Thursdays: ensure that a Dharma Talks or Exploring Buddhism sign (as appropriate) is placed on the table and the JOL sign and printed JOL curricula are stored in a file cabinet. Place a donation basket and accompanying 'Suggested Donation' sign on the table for Thursday talks. The table is likely to be used for registration on Exploring Buddhism evenings.
3. *If desired*: there are orange 'Volunteer' name tags in the file cabinet beneath the library.

## Audio-Video System

[\*See separate A/V system manual with visual aids for more detail and troubleshooting. Below is a basic guide.]

### Turn on audio equipment

1. Turn on the power strip mounted on the brick wall behind the table with all the audio equipment.
2. Go to the speakers on each side of the stage and, for each one:
  - a. Turn on the power strip below the speaker (may already be on)
  - b. Rotate the speaker to locate the rocker power switch. Turn the switch on, and see that a blue LED is illuminated in front. Rotate the speaker so that it is facing the audience.
3. Go to the lounge and turn on the small 'baby monitor' speaker using the rocker switch (rear).
4. Check capacity of batteries in all microphones (headset and hand-held) using the battery level indicator in the drawer near to the audio equipment cluster. If the measured levels of batteries in microphones are yellow or red, replace them. Batteries to be recycled can be placed in the small, clear, plastic container labeled for discard.

### Adjust volume levels of audio equipment on mixing board

1. Return to the audio equipment cluster and find the audio mixer panel.
2. Turn up the red 'master volume' sliders (bottom-right of mixer panel) to align with small line marks on the "Tergar MSN" label affixed to the audio mixer panel.
3. Turn on the headset and hand-held microphones, and adjust the grey MIC A1-A4 sliders (bottom-left of mixer panel) by manual test of the microphones. Speak into each mic to make sure all four speakers and microphones are working. If needed, adjust the volume when the practice leaders begin speaking.
4. Thursdays only: Set up the ZOOM digital recorder; refer to the manual devoted to this unit.

### Finish set up

1. If necessary, help distribute opening/closing dedication cards to incoming participants as they walk in, or after they've reached their seated position
2. Find a volunteer 'mic runner' — or two — for the evening, or bring hand-held microphones to the place where you will sit during the practice. Then, you'll be prepared to stand up and distribute the microphones during open discussions.

## Take rough attendance count, field volunteering queries if needed

1. After the opening meditation (or roughly 15 minutes into the program), take a rough attendance count; mark this on the clipboard set out for this purpose on the audio table.
  2. Announcements are now made by facilitators and practice leaders. These include a brief appeal for volunteers; if anyone approaches you about volunteering, answer questions as you are able and refer them to a lead volunteer or the TMad Coordinator (email address on our website) for more information — *please request that they sign the volunteering clipboard so that the TMad Coordinator can contact them.*
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## Shut down procedure

Execute a reversal of the set up procedure:

1. Return all mics to the A/V table and power down the A/V system. \*The speaker units should be rotated and turned off before turning off the accompanying power strip (see 'last on-first off' note near the audio equipment cluster).
2. Even out dedication/aspiration card stacks between the two baskets (at meditation hall entrance and at information table).
3. If it's Thursday, ensure that the Thursday signage and donation basket are returned to shelf and that JOL sign and curriculum handouts are returned to the entry table.
4. TMad staff will handle donation baskets.
5. Community members may loiter for 15-20 minutes after the end of a program.
  - a. If participants linger past 8:50pm and you wish to leave, you may ask a known volunteer or teaching team member to lock up and turn off the lights so that you can leave; if no one is available for this, you may gently inform people that you need to close the venue.
  - b. Teaching team members sometimes stay late to discuss teaching matters; you may ask them to close up if you need to leave.
6. All lights should be turned off before leaving.
7. For door locking: release the push bars — two in TMad, one at building entrance — into the locked position using the appropriate Allen key (turn counter-clockwise to lock wooden door by kitchen; turn clockwise to lock main door with window).
8. REMEMBER TO LOCK THE FRONT DOOR USING THE TMAD ALLEN KEY (taped to our rear door).