

Preparing A Welcoming Space: Universal Edition 🚀

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Opening the Space

Key Holder (KH)

- Bring a cellphone to respond to anyone who needs access to an entrance.
- When contacted, the KH or an Ally will escort anyone requiring an alternate entrance.
- Open doors and turn on lights for any entryways, stairways, hallways, bathrooms, alternate entrances, and for the teaching space.
- Open windows in the space when appropriate.
- Check and modify the temperature in the space when appropriate.

Designated Host (DH) and Host

- Upon arrival, the DH and Host should make offerings together at the altar(s). Following offerings, they will divide up tasks. These steps help everyone remember View, stay in the bhava of hosting as much as possible, and complete tasks efficiently.
- If necessary, the DH will review the posted Preparing A Welcoming Space document with the Host and answer any questions the Host might have.

Setting Up For Teachings

Altars + Flowers

- **Important:** On the main Sky altar, there is a glass box wrapped in a white silk Kata containing precious Ma relics. **No one is to touch or move the box for any reason.** If you feel that it needs to be moved for cleaning or anything else, please ask Shambhavi or Devamadhu to move it.
- Check offering flowers and pick out wilted petals, leaves, buds. Change water in vases if murky. Cut and arrange new flowers as needed.

- Empty water bowl(s), fill to the brim with fresh, cold, filtered water.
- Light incense, ring the bell as you wave incense clockwise three times at the altar(s) and at the Matangi yantra in Sky. Place an incense stick in each rice bowl.

Tea + Water

- Only use cold water in water filtration systems.
- Fill tea kettle with filtered water, boil water, and brew tea.
- Set out tea kettle, teacups, carafe, hand towel, full water pitcher, and drip bowl (under kettle spout) on tea table.
- Dump and clean out sink drain traps as needed.
- Set out water for Shambhavi before every teaching/event, and ask her if she wants tea.

Music + Instruments

- Depending on the location, the DH or Tech Host (TH) will play music in the space via Spotify.
- Set out the harmonium (on a blanket if necessary) along with a seat for kirtan wallahs. Green Anda will coordinate the microphone setup for kirtan.
- Shambhavi will move and tune her tanpura when she is ready.

Bathrooms

- Dump trash before each teaching.
- Clean the mirrors, sinks, counters.
- Clean toilets top to bottom with spray cleaner, paper towels, and toilet bowl cleaner.
- Make sure there is an extra toilet paper roll set out on the back of each toilet, and that the roll currently in use is at least 1/3 full. Replace if low.
- Mop floor (use a mop head marked "bathroom").
- Restock paper towels if necessary.

Floors

- Sweep or swiffer all hard floors, and vacuum all carpeted flooring and rugs.
- Vacuum or use a lint roller on cushions if necessary.
- Collect any dust balls under furniture, in corners, and around Shambhavi's seat.
- Dump any trash bins in the teaching space.
- Set out blue cushions with zippers in back, with small cushions on top, zipper side down.

- If blankets are used, fringe should be on the bottom of the fold and pointing toward the back.
- Set out stacks of extra cushions near the seating area.

Shambhavi's Seat

- Straighten the cloth and the large and small cushions on top of Shambhavi's seat.
- Vacuum or use a lint roller on cushions if necessary.
- On the side table, dust, check flowers (if any), and refill the bowl of cough drops as needed.
- The DH will set out tech for audio recording as needed. THs are responsible for video live stream tech.

Hosting Before and During Teachings

Greeting New (and Newer) Students

- Welcome students once they've entered the teaching space.
- Tell them where they can store their outerwear and belongings if necessary.
- After they've set down their belongings, introduce yourself, offer tea or water, and answer any questions they have.
- Offer to give them a walking tour of the space, and talk a little about Jaya Kula and the teaching/event if they are curious. Also introduce them to Shambhavi if possible.
- Make sure they know where the bathroom is, and show them the location of extra cushions and blankets.
- If they are open to it, you can introduce them to the store and the library.
- Make sure to introduce them to other students and include them in conversations.
- Once they're seated, offer them chant sheets for opening/closing chants and kirtan.
- Make sure to greet everyone and offer them tea/water, no matter when they arrive, even if they are "regulars".
- If you notice someone is hesitant to come in to the teaching space because opening chants or teachings have started, always warmly welcome them in.
- All trained Hosts are welcome and encouraged to step in whenever hosting support is needed, even if they are not officially signed up to Host for that specific

teaching or event.

Just Before (and During) Teachings

- Leave music on before teachings until Shambhavi indicates that it is time to start.
- During satsang, after Shambhavi is done with her Dharma Talk (or an equivalent amount of time has passed), fill up a tea pot and go around and give tea and water refills.
- Make sure to refill Shambhavi's cup(s) too.
- When video recording equipment is present, walk behind the camera and walk softly whenever possible to avoid jiggling the camera.

Closing the Space

Designated Host + Host

- Put away cushions, blankets, chant sheets, and instruments.
- Only put away the harmonium if you are trained to do so.
- Clear cups and wrappers/tissues from Shambhavi's table.
- Neatly put away audio recording tech, and lock tech cabinet.
- Unplug tea kettle, carefully dump any extra tea into the kitchen sink.
- Rinse tea kettle and water pitcher and set in kitchen to dry.
- Clean tea cups and set to dry.
- Vacuum/sweep shoe area if excessively messy.
- Close windows and modify temperature when necessary.
- Turn off iPad and other tech after Yellow is finished with store transactions.
- Turn off lights in hallways and teaching space.
- The KH, DH, and Host will check in with each other to ensure all closing steps have been completed.

Key Holder + Ally

- **Important: For safety, the KH must always have an Ally to lock up and double check doors.**
- The KH or an Ally will escort anyone to alternate entrances and ensure they make it outside.
- Turn off lights and lock doors in relevant entryways, stairways, hallways, bathrooms, alternate entrances, and for the teaching space.