



PDX Roving Hosting Moves

Opening the Space

- For roving satsangs, we ask the owner of the space to sweep or vacuum in advance.
- We also ask that the owner be present at least 45 minutes before satsang begins, to let Hosts in to set up the space.
- For the safety of all attendees, we have updated our guidelines for attendance:
<https://jayakula.org/attend-teachings-at-jaya-kula/>
- The Jaya Kula Board of Directors will continue monitoring the pandemic situation and will adjust our guidelines as needed.
- Have any questions or concerns about hosting? Please reach out to Blue Anda anytime via Alexandra at (971)-396-8641.

Setting Up For Teachings

Altars + Flowers

- If there are flowers, pick out wilted petals, leaves, buds. Change water in vases if murky. Cut and arrange new flowers as needed.
- Empty water bowl(s) outside when possible, fill to the brim with fresh, cold (ideally filtered) water.
- Light incense, and ring the bell as you wave incense clockwise three times in front of the altar. Place an incense stick in the rice bowl.

Tea + Water

- For roving hosting, tea and water will be provided by the space owner.
- If Jaya Kula is serving tea, fill tea urn with water (filtered when possible), boil water, and brew tea.
- Set out tea urn, teacups, hand towel, full water pitcher, and drip bowl.
- Set out water for Shambhavi before every teaching/event, and ask her if she wants tea.

Setting Up For Teachings Continued

Music + Instruments

- When needed, play one of Shambhavi's satsang playlists from Spotify.
- Set out the harmonium along with a seat for kirtan wallahs.
- Only open the harmonium if you have been trained to do so.

Bathrooms

- When needed, dump trash and clean mirrors, sinks, counters, toilets, and floors.
- Restock toilet paper, paper towels or hand towels if necessary.

Floors

- For roving hosting, space owners will sweep or vacuum in advance.
- When Jaya Kula is hosting, sweep or swiffer hard floors, vacuum carpeted flooring and rugs, collect dust balls/cobwebs.
- Vacuum or use a lint roller on cushions if necessary.
- Dump any trash bins in the teaching space.
- If blankets are used, fringe should be on the bottom of the fold and pointing toward the back.
- If zabutons are used, zippers should be in the back with the Sun and Moon logo facing up.
- Set down small cushions with the zipper side down.
- Set out stacks of extra cushions near the seating area when possible.

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.

Hosting Before and During Teachings

Greeting Students and Covid Safety

- Shambhavi will bring a thermometer, extra KN95 masks, and rapid tests.
- At least one Host should always watch the door to check in students as they arrive.
- Greet students at the door, take a photo of their vaccination card, take their temperature and ask them to sanitize their hands. If anyone has a temperature above 98.6°, kindly ask them to enjoy satsang via the livestream from home.
- Ask students to review our guidelines for masking/unmasking, using the poster provided by Blue Anda. If someone needs to mask but is unwilling to comply, kindly ask them to enjoy satsang via the livestream from home.

Welcoming Students into the Space

- Tell students 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.
- Offer a walking tour of the space, and talk a little about Jaya Kula if they are curious. Also introduce them to Shambhavi when possible.
- Make sure they know where the bathroom is, and show them the location of extra cushions and blankets.
- Make sure to introduce them to other students and include them in conversations.
- *** Once students are seated, offer chant sheets for opening/closing chants and kirtan. ***
- Always get up and warmly greet students, even during chants or after satsang has started.
- All trained Hosts are encouraged to step in when hosting support is needed, even if they are not officially signed up to Host.

Just Before (and During) Teachings

- Leave music on until Shambhavi indicates that it is time to start.
- After Shambhavi is done with her dharma talk (or an equivalent amount of time has passed), walk around and offer drink refills to students and Shambhavi.

Closing the Space

- Put away cushions, blankets, chant sheets, and instruments.
- Only put away the harmonium if you're trained to do so.
- Pick up cups and any trash left behind.
- Unplug tea urn, and carefully dump any extra tea into the sink.
- Clean tea cups and set to dry.
- Vacuum/sweep shoe area if excessively messy.
- Hosts will check in with each other to ensure all closing steps have been completed.
- Post any new vaccination card photos to the #vaccine-cards Slack channel, with the attendee's name in the post.