

Shambhala Training Rota Schedule (teams are for Sacred Path)

Team 1

Team 2

Team 3

Team 4

NOTE: *scheduled times are subject to change on short notice*

Saturday			Duties
7:45 AM	Breakfast Prep & Setup		Shrine Room – timer for audio tape/mic, water service for director, straighten cushions before/after sessions, check flower water. Sacred Path - shrine bowls water, light candles and incense
9:00	Breakfast Cleanup Building Patrol		
9:00	Shrine Room -Timer		
11:45	Lunch Setup & Cleanup		
PM			Building Patrol – Bathrooms: empty waste cans if needed, check paper towels/TP/soap Community Room: straighten chairs, sweep floor if needed, keep neat, check flower water
1:30	Shrine Room –Timer Building Patrol		
3:30	Tea Prep & Cleanup		
Sunday			Food Setup – use glassware when possible, setup separate tables for drinks and food – food tables should be set away from wall so that people can access both sides for expediency Cleanup – put leftovers in Ziplock bags, place perishables in frig, take out trash and insert new trash bags, place dishes in dishwasher and turn on if full, hand wash fragile items, sweep/mop floors including restrooms and community room, wipe down counter surfaces, put recyclables in the appropriate box/container
7:45 AM	Breakfast Prep & Setup		
9:00	Breakfast Cleanup Building Patrol		
9:00	Shrine Room -Timer		
PM			
1:30	Shrine Room –Timer Building Patrol		
3:30	Tea Prep & Cleanup		
4:00	Reception Setup - Setup before Talk, <i>no one misses talk</i>		
~ 6:00	Reception & Cleanup – EVERYONE, please ;-) (<i>out-of-towners may leave when you need to</i>) Leave ALL rooms clean, neat, and ready for Tuesday night Open House. Store folding chairs in cloak room. Straighten up the shrine room. Setup directors office/meditation instruction room with 7 sets of cushions at least.		