



GUIDELINES FOR HOSTING MAITRI PROGRAMS AND TRAININGS

OVERVIEW FOR COORDINATORS

Coordinators of Maitri: The Five Wisdom Energies Practice programs and workshops provide the environment for a well-functioning event: for teachers to teach, for participants to take part fully, and for all facets of the program to run smoothly. Looking ahead to what is coming up next, thinking through what is needed to make it happen, getting a sense of what kind of atmosphere is needed, and engaging with the participants are key to making this job happen.

WELL BEFORE THE PROGRAM

1. Announce the program on our website. Please fill out the form called Announcing Programs.
2. Check in with the teacher/trainer and ask how they would like to do it.
3. The maximum number of people for a program is determined by the number of people that can fit into the room you are going to use doing the Ratna posture (on backs, spread eagle). This should be kept in mind.
4. Ask the teacher/ trainer if they would like to have individual interviews with the participants. If everyone is going to be interviewed, an instructor for approximately every six participants is needed.
5. Arrange for break-out spaces (if needed)
6. If you need Maitri glasses, see the instructions for purchasing glasses.
7. Create a budget, keeping the following in mind:
 - the charge for the program could be \$100 to \$150
 - air and land travel for the teacher
 - for the community weekend that is part of the Shambhala School of Buddhist Studies the honorarium complies with what is being set by the Office of Practice and Education
 - for an advanced program the honorarium for a teacher at a Shambhala Center is 10% of the gross and not lower than two participant middle range fees; professional organizations make their own arrangements with the teacher
 - purchase of glasses
8. When you do advance registration for the program, send participants the sample letter or convey the information by phone.

THE DAY THE PROGRAM BEGINS

1. Room where program is to take place
 - make sure the meditation hall or the room is clean
 - set up cushions for sitting meditation or chairs
 - set up a chair for the teacher
 - make sure sound equipment both to record and play is set up and working
2. After consulting with the teacher/trainer about the needs for the program, collect all the art materials that will be needed and have them ready for easy access. Some materials might need to be bought so make arrangements to do so. Art materials that could be made available:
 - Five Energies audio tapes
 - objects of all sort and sizes for object arranging (individuals could bring these)
 - pads of paper
 - large roll of paper (optional)
 - oil based pastel chalks
 - other possibilities: playdough, more objects, costumes and makeup. toys like blocks and action figures

A WEEKEND PROGRAM

1. The Friday evening introductory talk could open to the public depending on the schedule designed by the teacher. Registration could happen before or after the talk. It could be continued on Saturday morning.
2. As soon as possible, get the names of participants to the teacher/trainer.

DURING THE PROGRAM

1. Keep in touch with the teacher/trainer to take care of things as they arise.
2. Help with organizing events, depending on what the teacher/trainer has requested. The coordinator should have an overview of how all this is going to work.
3. Clean the glasses after each use with vinegar and water on a soft cloth.
4. Xerox copies of a Bibliography and Handout for everyone, if the teacher has requested them.

AT THE END OF THE PROGRAM

- Pay the teacher their honorarium.
- Take care of the maitri glasses.