



SHAMBHALA CHICAGO

Meditation • Community • Social Vision

Open House Coordinator Checklist

Introduction:

As the Open House Coordinator and/or Staff, your role is vital to welcoming people into our space and often times, into Shambhala for the first time. So it's important to remember that as you interact with others you are a large part of their experience. This doesn't mean that you are to put on an act but rather, it is a moment when you can practice being open hearted and genuine. Also, how you care for Shambhala spaces is also representative of how you care for others and the community. Therefore, let us be mindful of how spaces and resources (e.g., supplies) are organized and let's see if we can't leave them consistently uplifted. Below is a checklist to support your efforts:

Open House Checklist

Please Refrain from reorganizing supplies and spaces unless you are solely responsible for the area

1. Setting Up

- a. Seating/Cushions arranged consistently and properly (e.g., seams facing to the back, straight, nicely spaced)
- b. Food presented in an inspiring way and replenish hot/cold water as needed
- c. Replenish any napkins, paper products, condiments, etc.
- d. Put away dry dishes
- e. Check bathrooms and replenish as needed (paper towels, fill soap, etc.)
- f. Set thermostats to energy saving but comfortable setting, turn on lights and unlock doors
- g. Check Ikebana arrangements and adjust as needed
- h. Turn on and log into Registration Desk computer if sales may occur

2. During Open House

- a. Monitor food and beverage offerings
- b. Monitor security/entrance and greet walk-in guests
- c. Answer Registration Desk phone as needed

3. Closing Up

- a. Take out garbage and/or recycling if full
- b. Empty coffee and wash inside/parts
- c. Wash ALL used dishes
- d. Package food in Tupperware and wash all dishes (NOTE: dispose of food or take home if it is not likely to be reused)
- e. Wipe down counters as needed
- f. Replenish empty tea and condiments as needed
- g. Rearrange and straighten cushions and seating
- h. Refrigerator and food storage area should be organized/clean
- i. Adjust thermostats, turn off lights, lock doors and verify back door is locked