

Insight Meditation Community of Charlotte

Greeter Checklist Wednesday evenings **** Arrive - 6:30- 6:45pm****

Doors: Doors are likely already open. If not, leader will have key. When you get into meditation hall, go to the storage closet to the left of the stage and get:

1. **Signs - Stored in closet, inside right** - Place the signs (3) outside, to direct people to meditation hall.
2. Get name stickers and thick pen to make name tags, plus the newsletter signup clipboard and pen plus hand sanitizer and masks; take to foyer, and put all *on the small folding table* (also in the storage closet somewhere.)
3. **Dana/suggestion box** - place on chair at rear of hall - take Dana brochures out of box and place on top (or in front) in plastic stand.
4. **Close door to storage closet (light off) when done**

Meditation Hall Light switches - located in hall near restrooms. Microphone system - Dharma Leaders or support persons operate.

As people arrive: Welcome them, introduce yourself.

1. Write name tags, offer a mask if requested
2. Invite folks to sign up for the newsletter and to write legibly
3. **Direct newcomers to 7pm Introduction to Insight Meditation session with leader** (located in Conference Room - to the left as you face the meditation hall, first door on right)
4. Shoes can come off and stay in the foyer or be worn inside and go under chairs, cushions/blankets/yoga blocks are available storage closet
5. PLEASE **Close Doors to Chapel @ 7pm** - Invite everyone to go into meditation hall at 7:25pm. Small tubular chime available to use for this (also in closet) if desired.
6. If there is noise in the upstairs balcony, please go up and close balcony doors.

At end of night:

1. Collect outdoor signs, put back in closet
2. Put name tags+ all supplies in closet (please be tidy)
3. A member of the finance committee will collect dana from the box. Afterwards, put the dana box back into the storage closet.
4. Keep aisle in storage closet clear per fire department
Tidy up if needed, close doors, all lights off.
- 5.

THANK YOU FOR YOUR PARTICIPATION AND SUPPORT. Updated 05/2/23 MTP