

Sunday Work/Trade position:

Sacred Logistics/Greeter

Thank you for volunteering with us! We deeply appreciate your contributions to the dance. Below are helpful guidelines and notes for the Altar position – please let the facilitator know if you have any questions or concerns.

About the Position

Individuals in this position provide:

- Set-up and take-down for the door table, community table, and entrance veil
- A warm and engaging presence as individuals arrive
- Guidance for parents coming with children
- Guidance to dancers re: exiting the WOW Hall in a timely fashion
- Additional support to facilitator or door position as needed.

Please arrive on time – if you are more than five minutes late to your shift, the facilitator may find someone to replace you. This would mean, of course, that your worktrade would no longer be in effect and if you attend that session you would pay as a regular participant.

The Details

Setting Up [9:45am-10am]

1. **The Entrance**
 - a. Place the wooden, four-legged table outside the entrance of the dance space
 - b. Cover the table with fabric (inside Rubbermaid tote)
 - c. Unravel/unveil the entrance veil and prop above the doorway
2. **Community Announcement space**
 - a. Please place decorative cloth on the long table directly inside the entrance (sometimes a black cloth is already there, provided by the WOW Hall; it's fine to use this)
 - b. Wipe down the white boards so all old announcements are off, prop these up on the wall behind the announcement table, make sure markers are available
 - c. Lay out advertisements and community announcements in an organized fashion; recycle old announcements.
3. **Children and their space**
 - a. Children are allowed throughout the reception area and the dance floor. We do not provide childcare on Sunday's
 - b. Parents and children sometimes bring toys, games and art supplies. Please guide them to occupy the reception area, if inside the hall, we ask that they stay in the area to the window side of the DJ Booth.

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Greeting [10am-Opening Circle]

1. Provide a warm and welcoming presence at the entrance of the dance – eye contact, smiles, verbal greetings, etc.
2. Engage with new dancers and let them know about the structure of the dance (warm-up, opening circle, the dance itself, and then closing circle; no talking on the dance floor)
3. Provide additional support to facilitator or door position as needed.

Closing Down [12:00-12:15]

1. Please assist in returning all coalescence setup materials to the facilitator's vehicle as we have no storage space at the Wow Hall.
2. Roll up entrance veil.
3. Pack contents of entrance table, community announcement table.
4. Make sure to hand off any new email addresses and/or suggestion forms to the facilitator
5. Keep an eye on time and gently but firmly ask that lingering dancers exit quickly; keep doing this until the space is cleared. Our the building is to be cleared by 12:45.

~ Many blessings ~

Zan, Paul, Grace, & Oblio

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