

Dharma Rain Zen Center

Class/Workshop/Retreat/Peer/Cohort Group Proposal Form

To submit to the Dharma Council
Please allow one month for a response

Title/Subject:

This is a:

One-time, single day event

How long will it last?

Recurring event (ex: once a week during Ango)

How long will it last each time?

How often will it occur?

How long will it repeat?

One-time, multi-day event

How many days?

What is your proposed date/time for the event?

Who will lead the event?

Will there be anyone else involved in planning/leadership? Who?

What is the purpose of the event and how do you propose to meet that purpose? If it is a class, what are the learning objectives? What do you hope participants will take away from the event? Please be sure to explicitly point to the dharma you wish to share.

Who is this for? Please include age ranges, members/non-members, families, beginners/seniors etc, and explain why you would like to include that group. Is there a minimum or maximum number of participants?

What resources will you need?

Space (please describe where)

Kitchen or kitchen equipment, including oryoki bowls or meals

Whiteboard, markers, paper, pens, etc

Zoom sign in

Advertising in newsletter, flyers, Sunday/Wednesday announcement

Materials, like books or handouts printed (please describe below)

Electronic support, like computer, projector, AV (please describe below)

Personnel support, like set up, clean up, teacher, other (please describe below)

Will registration be required, or will it be drop in?

Registration required

Drop in

What will be the cost to the participants?

Dana

Materials, like books (what cost do you anticipate? Will there be options to borrow?)

Registration fee (please explain)

Please consider and respond to the following equity-based questions. It may be helpful to do this part first, in case any adjustments to the rest of your plan are suggested as a result:

1. Have you heard from everyone you need to hear from? How are you providing and making room for people who don't have a voice or who may be impacted? If your offering is for a particular demographic, how have you included that demographic in your planning? If it is for a particular demographic, why that one and not others?

