

Sunday, Onsite Helper Script

BEFORE PRACTICE – AROUND 10:25 AM

BEFORE PRACTICE

- Test Umzed lapel mic and the Teacher lapel mic.
- Copy conversation instructions onto clipboard (Command + C).
- Open “Opening Screen Share” and press Esc.
- Open Dedication.
- Start Sunday Practice meeting on Zoom.
- Pause Recording.
- Uncheck Enable Waiting Room.
- Uncheck Allow Participants to Unmute.
- Test Umzed video (Nexigo) and Teacher video (UCR).
- Start Audio and keep it on for the entire meeting.
- Screen share “Opening Screen Share” and click on play button.
- Open Chat Window.
- Paste conversation instructions into Chat Window but do not press enter.

AT 11 AM

- Start Umzed Video (*Nexigo Camera*).
- Stop screen share. You may need to press “Esc” to minimize the slideshow.

Umzed: Turn on umzed’s lapel mic.

Rings bell 3 times.

Reads welcome greeting.

WELCOME GREETING

Good morning, everyone, and welcome to our Sunday practice here at Heart of the Dharma! For those of you here at the Center, if you would, please check your cell phones to make sure they’re on silent. We will begin our practice this morning with 20 minutes of meditation; our teacher, Dana, is here and will be guiding us through that, and I will ring the bell once to end the meditation session.

Umzed: Turns off lapel mic.

After Umzed gives Welcome Greeting

- Switch video to Dana (UCR camera)
- Spotlight Dana

AFTER MEDIATION

Following 20 minutes of meditation, give or take a few minutes...Post conversation instructions by positioning the mouse in the Chat window and pressing Enter.

Umzed will Ring bowl once to end meditation.

Wait until Dana says thank you.

Switch video to Umzed.

Umzed Break Announcement:

We will take a 10-minute break. For those of you at the Center, please free to enjoy tea and conversation in the kitchen and the office, or stay here in the main room to meditate. If you are new to the Sangha or are here at the Center for the first time and would like to meet Dana, feel free to say hello during this break time. If you would like to speak with Dana about your practice after today's Dharma talk, you can schedule a 10-minute conversation with her by letting _____ (designated interview volunteer) know during this break time, and for those of you joining us online, you'll find instructions for how to schedule a conversation with Dana by checking the Chat window. Also, I will start a few breakout rooms here in Zoom for anyone who would like to visit during break. Right after today's talk, we will be reciting the Dedication. If you would like to recite this with us, we will be sharing it via Zoom, and there are also copies available here at the Center on top of the fireplace. Thank you. :)

Break

- **Start breakout rooms in Zoom. Be prepared to move people between rooms so that there end up being between 3 and 5 people in each room.**
- **Close "Opening Screen Share",**
- **open "Break Slide", press Esc.**
- **Screen share "Break Slide" and click on the play button.**

AFTER BREAK

Umzed: After a 10-minute break, ring bell once to signal the end of break for those at the Center.

- **Start video. Close breakout rooms in Zoom.**
- **Stop screen share. You may need to press "Esc" to minimize the slide.**

Umzed -Rings bell 3 times after everyone has returned to their seats.

- **Switch video to Dana.**
- **Spotlight Dana.**
- **After Dana finishes opening prayers, start recording.**
- **>>>>>>**
- **AFTER TALK**
- **Screen share the Dedication.**
- **After reciting the Dedication, stop screen share.**
- **Stop recording.**
- **Stop Spotlight**
- **Switch video from Dana to Umzed (Nexigo).**

Umzed makes announcements.

Practice is over.

- **Keep the meeting running.**
- **Turn off Camera and Audio on Zoom.**