



QUICK REFERENCE

- **WHAT:** Introduction to Opening Ritual
 - **SENDER:** Opening Ritual Coordinator (Blue Team Leader)
 - **RECIPIENTS:** Staff with roles in Opening Ritual/Greeting
 - **TIMING:** 6 Weeks out (after Job Assignments)
 - **PURPOSE:** Use this email template as a guide for communicating with staff assigned to the Opening Ritual. Copy and paste the information below into an email and edit it there.
 - **ATTACHMENTS:**
 - Opening Ritual
 - Opening Ritual Prayer Quadrants
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Hello Ladies!

You have been assigned a role for the Opening Ritual/Friday Greeting. This includes guides, incense, elders, threshold, and prayer in the room.

The Open Ritual is the beginning of building the container for the attendees. It is the first contact the attendees have with the weekend, each other, and us. And, it sets the stage for the weekend.

Meeting: Our first and only meeting will be during the Friday Morning Staff Meeting on the Weekend. There is no pre-weekend meeting for the team.

If you have been assigned to an **Incense, Elder, or Threshold** role on the WAAG Job Assignments, you should begin memorizing your lines for that role. One of the Speaker Coordinators will reach out to schedule a time to review your lines with you. Your script is located on the attached document. Everyone should be familiar with their role as stated in this document.

Attachments:

- Opening Ritual
- Opening Ritual Prayer Quadrants

Looking forward to serving with you!

Be strong!

[INSERT NAME]

Opening Ritual Coordinator

xxx-xxx-xxxx