



CREATING A MIRABAI DEVI EVENT

Dear Mirabai Devi Event Coordinator,

The following is a checklist of things to guide you to create a great event. Don't get overwhelmed by this list if you are new to creating events for Mirabai...just do what you can and know that it will all be perfect!

The goal is to create a space that reflects the light and beauty of Mirabai Devi, and maximizes her comfort while she ignites the light in us all!

Please feel free to email me at Prem@MirabaiDevi.org or phone 818-954-0453 if you have any questions.

I. Preparing Mirabai's Preparation Room/Meditation Room

Mirabai needs a private room and bathroom (without public access ideally) to prepare herself before she comes into the event room. She will also always take some time to meditate completely alone in this room before coming out.

- a. Private Room with bed, sofa or comfortable chair
- b. Unless it is very clean, please cover with a clean, cotton sheet or silk.
- c. A cushion for her head if needed
- d. Fresh Flowers & votives
- e. Incense (she prefers Rose Incense and likes the Hari Om brand)
- f. Lime Water
- g. Peppermint Tea (use fresh peppermint if possible)
- h. Snack of her preference (usually just sliced avocado with lime and salt – see “Mirabai's Personal Food Needs” below)
- i. CD Player if possible (any size is fine)
- j. Clear room with incense in advance

II. Preparing Mirabai's Bathroom

It is great if there is a private bathroom for Mirabai. If not, she will use a public bathroom but it needs to be very clean.

- a. Private or public bathroom, very clean.
- b. “Private – Do Not Enter” sign. If there is *any* chance someone could decide to use this bathroom while she is in there, please have someone stand guard outside the door.
- c. Soap (she loves rose or lavender soft soap, if possible)
- d. Hand towel
- e. Toothbrush and toothpaste (Tom's of Maine brand is good)
- f. Flowers if appropriate
- g. Votive if appropriate
- h. Please clear bathroom with rose incense in advance

III. Preparing Mirabai's Darshan/Speaking Area

If nothing else in the room is decorated, it's fine, but it's good to make her immediate seating area as beautiful as possible. More important, though, is her comfort.

- a. Chair - Mirabai's Chair may accompany her. If not, Chair/Couch should not be too high so that she doesn't have to lean down to give darshan, and should be wide enough for her to sit

- cross-legged. It should be covered with material (ideally the material she is actually sitting on is silk) with appropriate pillows for her back comfort.
- b. Flowers – she loves roses. Tuberose are fine too. Her favorite colors are violet and lavender. Usually we have two big flower arrangements, one on either side of her chair. If this is not possible, you can have small flowers arrangements on the side tables.
 - c. Rose Petals –Mirabai generally gives a handful of petals to each person. You can plan on two large bowls full for a group of 25 or over. If you are low on petals, just show her what you have and she makes it work. Some florists – even big chains – have affordable plastic boxes full of petals. But, if you are buying roses to make petals, generally it’s about 1.5 roses per “Mirabai handful.” In the past, we have purchased about 60 roses for a darshan of 40 people.
 - d. Prasad – one bowl full of small chocolate candies (e.g. Hershey’s Kisses or small Ghiradelli chocolates). If she is sitting on a love seat or couch, you can have the prasad and rose petals sitting on either side of her for her talk. She will then bless them just before darshan starts.
 - e. Kleenex - 2 boxes for her helper to hand to her during darshan.
 - f. Wastebasket - small one on her left
 - g. Side Tables - Two small side tables which can be draped with a beautiful fabric. TV trays work really well in terms of size and height usually, but any small side table will do.
 1. Table on right side of her chair (Mirabai’s right)
 - i. Flowers
 - ii. Votive candle
 - iii. Brass container for vibhuti (sacred ash)
 - iv. Small bowl - heavy glass about 4” across with large base for “thumb wash.” She will bring the liquid used to clean her thumb after each person receives her darshan.
 - v. Small clock for Mirabai to keep time (she usually brings her own)
 - vi. BEHIND the right table, have a tray containing:
 - Paper or Styrofoam cups to empty used thumb wash into. It will need to be changed a few times during the program.
 - Bottle of thumb wash that Mirabai will bring
 - Small saucer with a teaspoon used to stir the vibhuti (ash) when it gets caked from the moisture from Mirabai’s thumb
 - Kleenex to wipe the thumb wash bowl dry when changing it
 2. Table on left side of her chair (Mirabai’s left)
 - i. Flowers
 - ii. Votive candle
 - iii. Tea cup & saucer for hot peppermint tea (if it’s hot, please use a glass for iced peppermint tea)
 - iv. Glass for EmergenC drink
 - v. BEHIND the left table, have:
 - Thermos of fresh peppermint tea
 - Flask of EmergenC
 - h. Rug - in front of her chair over a padding of some sort so that if people fall back during darshan, they don’t hurt themselves.
 - i. Pillow - in front of her chair for attendees to kneel on for darshan
 - j. Incense – she prefers Rose Hari Om brand, if possible. Incense hall before program. Burn incense during program but away from her. A hall person may walk around with incense during the darshan to clear energy but please do not leave it burning around people.

IV. Preparing The Hall

Mirabai prefers to have no one sitting immediately in front of her (about 3 rows in) when she is giving her talk. Helpers need to move in and sit near her for darshan, but during talks, she likes to have space in front of her clear. (For smaller gatherings, this can be changed – just speak directly to Mirabai about your plans.)

- a. Please make sure floor is clean in area where people will be sitting on the floor.
- b. Make sure chairs start at least 4 pillow rows back from Mirabai
- c. Musician Area (if having live music) is generally to her left
- d. CD player with appropriate CDs for musician breaks and Meditation (get Mirabai's approval on CD choice)
- e. Access to water and bathrooms for participants
- f. Trashcans (bigger ones if food is served)
- a. Incense holders around the room with rose incense – she prefers rose, Hari Om brand. Just make sure there isn't a lot of incense smoke near Mirabai, as it irritates her throat.
- g. Signs to bathrooms (if not obvious)
- h. Drinking water accessibility
- i. Kleenex - Several boxes throughout the room.
- j. Signs to bathrooms
- k. Kirtan instructions ready to hand out before kirtan begins

V. Preparing for Darshan

Darshan line preparation is set up after Mirabai's talk during the break she will take before darshan.

- a. Darshan line should come in from Mirabai's right (audience's left) and exit on her left.
- b. A chair (or stool) should be set up a couple of feet up from Mirabai and over on her right, for the person who is next up for darshan to sit in. There should be a clear aisle behind this chair for people to line up (sitting on floor) as they wait to go up.
- c. About 4 feet right in front of Mirabai will sit two people called "catchers" with large soft pillows to catch anyone who falls back.
- d. To the right (Mirabai's left) of that "catcher" is the person who gives prasad to people as they exit darshan.
- e. Near prasad person should be a person to help people up who are unsteady.
- f. Blankets - During darshan, Mirabai likes people who want to lie down to be covered and warm. Bring blankets and pillows for about five to six spots if possible. It is nice for people to have a blanket and pillow to lie down on and one to cover them. Please place people with their feet pointing away from Mirabai. She is sensitive to the energy coming from the feet.
- g. Kleenex near rest areas on floor.

VI. Staff/Sevites

- a. Greeters outside the building or entrance to warmly welcome people
- b. Registration/Sign-In/Information - Assists people completing the Mailing List, making donations, offering flyers and promoting upcoming events.
- c. Hall Monitors - responsible for seating, handing out kirtan instructions, darshan flow, kriya management, etc.
- d. MC
- e. Drink Person - Tea/Water/Emergen-C Replenishment for Mirabai
- f. Darshan Line – Mirabai will tell you who should be doing these sevas:
 - i. Personal assistant to Mirabai (handing her Kleenex, holding items to be blessed, etc.)
 - ii. Catchers - 2 people
 - iii. Prasad person (handing out prasad to people as they leave darshan)
 - iv. Helper for unsteady people who need help getting up.

- v. Helper sevite to sit quietly on Mirabai's right and slightly back of her during darshan to refill Mirabai's drinks
- vi. Holding space – person to Mirabai's right holds the space in meditation.
- vii. Helper of people having kriyas to take them to lie down where they can have the full experience.
- g. Flower Preparation (including rose petals for Prasad)
- h. Bookstore
- i. Sound – playing of CD during meditation
- j. Video (if talk is being videotaped)
- k. Still Photos (documenting the event)
- l. Hall Set Up
- m. Mirabai's Personal Room Set Up
- n. Food Coordinator - sevites will need food and water as hours can get long. This person can arrange for people to bring snacks, organize a potluck or remind people to bring their own food.
- o. Clean Up
- p. Signage

VI. Paperwork/Forms/Etc.

- a. Registration/Mailing List form
- b. Flyers for future events
- c. Darshan Handout Sheet if applicable
- d. Kirtan Instructions
- e. Clipboards for registration or Mailing List form
- f. Envelopes for money
- g. Pens for Registration
- h. Strong tape to put up signs
- i. Extra votive candles
- j. Matches and/or long lighters
- k. Incense
- l. Mantra handout sheet for Mirabai to give out at Intimate Gatherings. Have some on hand at darshans too as Mirabai sometimes asks for them.

VII. Mirabai's Personal Food During Event

Mirabai needs peppermint tea before, during and after the event. She just needs some small snack for during the break in case she needs some sustenance. One half an avocado and some fruit is usually plenty. She usually sips her Emergen-C and lime water during her talks and darshan as well.

- a. Avocado
- b. Mango
- c. Limes (for avocado, and water)
- d. Purple Seedless Grapes
- e. Salt – preferably “Herbomare” brand from a health food store
- f. Lime water
- g. Peppermint tea made with fresh peppermint
- h. Emergen-C

IX. Welcome/Registration table

- a. Tablecloth
- b. Sign announcing event with donation amount in clear, plastic sign holder
- c. Flyers for future events
- d. Explanation of darshan
- e. Kirtan instructions
- f. Flowers

- g. Votive
- h. Basket for donations
- i. Clipboards (this enables you to handle several people at once)
- j. Mailing List Sign-up sheets on clipboards
- k. Sign up sheet for upcoming event registration (Intimate Gatherings, Retreat, etc.)

X. Bookstore

- a. Tablecloth
- b. Receipts
- c. Inventory – books, CDs, photos, etc.
- d. Good signs
- e. It is very important to return the remaining inventory, accounting forms and receipts to Jonni Wrestler. These documents should be completed accurately.

XI. Signage

- a. Welcome – Please sign the Mailing List
- b. Suggested Donation \$25 (if applicable)
- c. “Please leave your shoes here”
- d. Several “Bathroom” signs with arrows directing people if needed
- e. “Private – Do Not Enter” signs for all rooms and/or areas that are not for participants, i.e., Mirabai’s room.
- f. Signs are more easily used for more than one event if they are laminated.

XII. Announcements by MC

MC announcements for programs and intimate gatherings are available online. Here is a short outline.

- a. Welcome
- b. Logistics of event – announce when breaks will happen, when it will end, where you can get water, where bathrooms are, etc.
- c. Who is Mirabai - scripted by Mirabai
- d. Introducing musicians, if applicable
- e. Explanation of Darshan
 - i. Scripted by Mirabai
- f. Closing Comments
 - a. Thank you to all who helped - mention all sevites, musicians
 - b. Future events and how to register if needed
 - c. Thank you for coming

AVAILABLE ON THE WEB SITE: (Please contact Prem for the password)

- a. Signs
- b. Flyers
- c. Darshan Handout Sheet
- d. Form Mailing List sign up sheets
- e. Forms Registration sheets
- f. Forms Intimate Gathering sign-up