

The Daily Opening/Closing

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1. Smudge and prayer to begin the day on a good note
2. Turn all lights on (lights are located on the left side of the entrance)
3. Turn music on; slide top-right button to the left and push play
4. Put coffee/tea on
5. Check any notes from previous day
6. Put water in copper vessel and restock cups (if needed)
7. Put smudge bowl and medicine out on altar cloth (you decide which medicine you want to use, sage or sweetgrass)
8. Check welcome area
9. 20 postcards of each
10. Tea

Closing

1. Lint roller the red cloth, starting in the back space and working towards the door.
2. If there is anything on a vamp, let a Keeper know and they will take care of it
3. Turn the music off and place on white charger
4. Turn the speaker off
5. Turn the lights off when done in the space
6. Restock welcome area
7. Tally donations, guest and sale items

Throughout the day

1. Check in with each other throughout the day
2. Check the space
3. Check the boot area, it might need to be mopped
4. Give the black rug a sweep if any dirt/lint is piling up
5. Take a break when it is quiet; self-care