



CHECKLIST FOR RITUALIZING IN PUBLIC SPACES



PLANNING

First things first

<input type="checkbox"/> We are clear about our objectives for this event
We have identified:
<input type="checkbox"/> About? Who or what is at the centre of ritualization
<input type="checkbox"/> By whom? Who is responsible for crafting/organizing/presiding
<input type="checkbox"/> With whom? Who participates/is invited
<input type="checkbox"/> What? Define the occasion
<input type="checkbox"/> When? Determine date/time/duration
<input type="checkbox"/> Where? Choose place/setting/venue
COMMUNICATION AND CONTINGENCY
<input type="checkbox"/> We have contacted or invited all ('With whom?') noted above
<input type="checkbox"/> Participants have approved their roles
<input type="checkbox"/> If there is disagreement about how to proceed we know who makes the final decision
<input type="checkbox"/> We have contingency plans and leeway for timing

PAUSE



CREATING

Making sense (craftspeople)

We, the craftspeople, are agreed on:
<input type="checkbox"/> Why and how we ritualize this event/situation
<input type="checkbox"/> What is at the HEART ♥ of the event/situation
<input type="checkbox"/> The key values, ideals or philosophy of life we wish to convey
<input type="checkbox"/> Decisions confirmed (Who, What, When, Where)
<input type="checkbox"/> If there is disagreement, we have discussed the issues
CONTENT
<input type="checkbox"/> Words that express what is at the ♥
<input type="checkbox"/> Music/gestures/symbols/objects
FORMAT
<input type="checkbox"/> Is coherent with kind of event/situation
<input type="checkbox"/> Social gathering
<input type="checkbox"/> Reminder list
<input type="checkbox"/> If necessary, we have tested our plan

PAUSE



REALIZING

Expressing meaning

<input type="checkbox"/> Prepare setting (participants/presider)
<input type="checkbox"/> Open event (presider)
<input type="checkbox"/> Ritualizing (Content + Format)
<input type="checkbox"/> Leadership coherent with kind of event/situation
<input type="checkbox"/> Close formal part (presider)
<input type="checkbox"/> Social gathering (all)
<input type="checkbox"/> Close event and clean up (organizer)
DURATION OF EVENT (suggested)
Ceremony (to be determined)
Social gathering (to be determined)

April 2016. This checklist is not intended to be comprehensive. Modifications to fit specific situations are encouraged.