

Guidelines for Chado New Mexico Events

Chado New Mexico as an organization participates in both public and private events. Individual members of Chado New Mexico are free to organize events on their own and to be paid fees for their services if they wish, and these guidelines do not apply to such individually organized events.

Chado New Mexico Public Events:

- are either produced by Chado NM or are held in conjunction with a non-profit or public group.
- are open to the public (there may or may not be an admission fee).
- may be proposed by any member, and will be organized in consultation with a Chado New Mexico instructor or someone who has received Chado New Mexico presentation certification. The event itself will be held under the supervision of an Urasenke instructor or someone who has received Chado New Mexico presentation certification (the senior person working at an event oversees the set up of the public areas).
- are photographed for Urasenke headquarters in Kyoto.
- New Mexico Urasenke instructors working at a public event will be reimbursed for travel expenses by Chado NM or by the sponsoring group.
- Beyond travel expenses, members of Chado NM working at an event will be volunteering their time.

Chado New Mexico Private Events:

- When a person, business, or group wants to hire Chado New Mexico to present a demonstration and/or serve tea, a proposal as described below needs to be approved at a meeting of members or by the Advisory Committee.
- Such private Chado NM events must be organized in consultation with a Chado New Mexico instructor or someone who has received Chado New Mexico presentation certification. The event itself will be held under the supervision of an Urasenke instructor or someone who has received Chado New Mexico presentation certification (the senior person working at an event oversees the set up).

- Chado New Mexico cannot request tea and sweets from headquarters for a private event. Expenses including travel for instructors should be covered by whoever is hiring Chado New Mexico.
- Beyond travel expenses, members of Chado NM working at such an event will be volunteering their time.

To Propose a Sponsored Event:

First-time Event:

Present a verbal or written proposal at a quarterly meeting of members, including:

- 1) Who, what, when, where, and why
- 2) Format
- 3) Number of volunteers needed
- 4) Budget draft
- 5) Estimate of dogu and supplies needed (headquarters may send matcha and sweets if a written proposal is received by them at least 8 weeks before the event)

To Propose a Repeat Event:

- Same as above, plus an explanation of how the new proposal differs from the previous event

If an event prospect comes up between meetings:

- Send the proposal to the Chief of Administration (currently Kevin) and he/she will present it to the Advisory Committee for a decision