

DAILY PLANNING OF COURSE CONTENT AND PRESENTATION 13TH FEB 2023
HOSTED BY LINDA (USA)

Celebrating 100 Years



THE BIRTH OF H.H. SHRI MATAJI NIRMALA DEVI

International
**LET'S MEDITATE
FOR 21 DAYS**

25TH FEBRUARY TO 17TH MARCH 2023

freemeditation.com.au/feb2023



Presented by Sahaja Yoga Meditation
English • French • Mandarin • Hindi • Italian •
German • Arabic



Daily Course Content Planning Workshop Agenda

- Introductions
- Meditation
- Course content and planning roles
- Course content and planning tools
- Dry Runs
- Daily Task List for Director/Producer

Roles

- **Tech Team Coordinators**

- Schedule Tech 1, Tech 2 and Tech 3 for each day
- Coordinate Zoom Chat announcements
- Coordinate Breakout Rooms

- **Content Producer/Directors**

- Schedule and coach Presenters and Musicians
- Coach MCs, including daily announcements
- Schedule Zoom Chat Questions person
- Lead daily dry run

Tools

- **Lead Schedule with Course Content**
- **Titles, Descriptions and Quotes doc**
- **Playbook**
- **PowerPoints**
- **Handouts**
- **MC Guidelines and Daily Notes**
- **Program Announcements**
- **Daily Task List**

Dry Run

- Meet 2 - 3 hours before start of program
- Participants: Director/Producer, Tech 2 for content sharing, (Tech 1 for spotlighting,) MC, Presenters, Musician
- Go through Playbook together to see program flow and timings
- Go through each part of the program with the PPT to practice transitions and to answer any questions about content or flow
- Go through questions for Presenter Sharing, if needed

Dry Run - continued

Presenters and Musicians – check:

- Sound levels
- Setting, lighting, altar set-up
- Looking at camera, position of notes
- Internet connection

Tech 2 (content sharing) - check:

- Sound levels for intro music and Mahamantras
- Sound levels and smooth sharing of videos

Daily Task List

For the Producer/Directors

Link to this document:

[Daily Checklist.xlsx - Google Sheets](#)

Resources and Links

For now, go to this Google Drive folder for:

[American Course Materials - for UK/European 21 Day Course - Google Drive](#)

- Lead Schedule with Course Content
- Titles, Descriptions and Quotes doc
- Playbook
- MC Guidelines and Daily Notes
- Program Announcements
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To be shared with one Point of Contact for each language course:

- PowerPoints
- Handouts
- Videos in mp4 format

Important Links

- **International course website**
<https://www.freemeditation.com.au/feb2023/>
- Contacts for each language course are listed here:
<https://sahajayoga.world/21-day-international-online-programs/>
- List of yogis requesting to join a language course project team
<https://docs.google.com/spreadsheets/d/1ZIZILauzOqLu7DurEPwX8c2GQkMb6orX8WeyZwdsf10/edit#gid=0>