



On-site Assistant Orientation

Thank you very much for volunteering to be David's on-site assistant

We hope that this document will orient you properly so that your assistance to David will allow for the maximum benefit of David's time with your group. Since your role in this event is crucial for its success, being available as on-site assistant should be your **top priority**.

Please be sure to work with the **Host of the event**, as they will have already sorted much of the schedule with **David's Office**. This would include his *travel itinerary, expenses and lodging & food arrangements*, which are covered by the hosts.

The onsite assistant position is also the **main point of contact** for any appointments or other requests that may arise "**last minute**" while David is hosted in your area.

At the beginning of the event, it is **important** that you or the **Host of the event, very publicly announces** to both the participants and the go-to people **that you are David's assistant** and that if there are requests for meetings or conversations you should be consulted with, so that a list can be made, with a brief label of the subject matter so that the conversation can be scheduled (or not).

It is extremely helpful for the onsite assistant **to create and hold an itinerary/schedule of David's time**. (*See below*) This would cover each day David will be in your area. This schedule would cover everything from meal times to appointments, the timing of massages and anything else that may be a part of David's work. David is given a copy and the assistant holds a copy. This little bit of organization really makes the whole time much easier for both David and you as it clearly identifies times to be "on" and times you can be "off".

When the onsite assistant meets with David this schedule serves as a great focal point for discussion as you review it together.

Another **important "tip"** is to always propose options to David based on a thorough understanding of what is happening and what options exist - rather than simply asking David "*What can I do for you?*" *Please do not do this.*

For example: At the end of the day it would be better to say - "*Tomorrow morning Breakfast will be at John Smith's at 8:30 AM and Ill bring some coffee for you because John only has tea. I think it would be a good time to go over your schedule for tomorrow during or after breakfast. You have nothing else on your schedule for tonight.*"

Rather than: "*Anything you need before you retire for the night?*"

One **important way you can assist David** is by assuring that some **very basic needs** of his are **met**. Because of the nature of his work, sometimes David can go without simple but important things such as lunch breaks, water, etc.



Here are some suggestions for the types of items to make available to him:

1. **Coffee** in the *Morning* (David likes dark roast prepared in a French Press)
2. Filled **water bottle**
3. **Late morning snack**
Between 11:00 AM to 12:00 PM
Carrots, Celery, Apples, Almonds
4. Being sure he knows **when and where will he be eating his meals.**
5. **Laundry: Cleaning of the ceremonial suit (traje)** or sometimes if David is in a long trip, he needs help with his clothes.

When going over your **walkthrough for the event** make sure to identify (or ask) if **radios** may be required, in which case, you would need to make sure they are *available* and *charged*.

In case you have any commitments that are in conflict with fulfilling your responsibilities as David's assistant, please see that you make arrangements to find a replacement.

If there is a **patient day** *scheduled*, please review the **patient day** *document* (If you don't have it, please request it from the office in Mexico) and or coordinate with the host of the **patient day** and any attending **Mara'akame** so that the various responsibilities are covered.

If you have any questions or comments
please feel free to call or e-mail the **Consultorio**:
011 52 (739) 395-1501 **México line** / (678) 528-8315 **US line**
consultorio@keepsthefire.org
tepozoffice@keepsthefire.org
Monday through Friday, 10AM – 4 PM CST
Leticia's US Phone # (865) 898.7135

Use the form below to gather the information for the event.

Event: _____

Launch Day: _____ through _____

Flag Holder: _____ Cel: _____

Other useful phone number: _____

Event Address: _____

David's Lodging Address: _____



Daily Schedule for on-site assistant

Date: _____

Make sure to have a printout of the schedule for every day covering the event.

8:00 AM

10:00 AM

12:00 PM

2:00 PM

4:00 PM

6:00 PM

8:00 PM

10:00 PM

Notes: