



Ritual Manager Checklist v.3

SACRED FIRE RITUAL MANAGER

for a Grandfather Fire

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The Amazing Blessing of Grandfather Fire

We are privileged in this time of great change to have the benefit of a special source of timeless wisdom. The Spirit of Fire, will speak through the body of someone who has been selected for this role. This has been done before over time and for certain traditional peoples, thought of as an “audience”. However, in order to bring this hallowed opportunity to others it requires work from a small team of focused, informed, people in order to make this happen. If everyone does their small piece of the preparations in a good way then great benefits will come from this effort and coordination. This document is an attempt to facilitate this for the help it will provide the special positions and the support volunteers so there is calm, coherence and therefore all will be a better place to enjoy this sacred occasion.

THE RITUAL “PILOT”

This is considered the singularly most important role for the Audience. The Ritual “Pilot” as it has come to be referred to, is someone who has been trained to understand the special Audience space that needs to be produced in order for the best benefit to be obtained for all present and attend the Grandfather expression, sometimes referred to as “Grandfather in the suit”. Like a pilot of a plane or craft in everyday life, the pilot is responsible for all “on board” and therefore is the ultimate authority of the event (other than Grandfather). While it can seem simple to the people in the audience it is rather complex, he or she is actually responsible for the success of the entire Audience through his or her awareness, actions and oversight. This includes:

- Oversee the choosing and delegation of the various roles.
- Oversee the various protocols that must be adhered to for proper ritual performance.



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- Approve setting up of the Audience space, which includes the confirmation of the selection of Grandfather's chair and the position it will occupy in the space (David provides this information).
- Managing the transition of Grandfather into David's body.
- Attend Grandfather's needs and requirements, while He is in that state. Most of this will involve the preparation and lighting of cigars, collecting "offering cigars" people will give Grandfather in thanks.
- Conducting the "recovery" process and supervising the recovery support people. This includes seeing that David is prepared for bed and successfully retired in bed for the remainder of the evening.
- Supervising the clean-up of the post-Audience space and David's personal space so that it is clean and coherent for when David awakes and recovers in the morning.

Special Note: David is responsible for approving the pilot. Some groups already have a process for inviting a particular pilot or pilots but David's endorsement is required.

Setting up the Team. The Ritual Pilot will select the team members or approve of the selection delegated to another, such as the Ritual Manager. This should be done by the day of the event.

RITUAL MANAGER ROLE AT A GRANDFATHER FIRE

At a Grandfather Fire, the Ritual Manager works for the Ritual Pilot and is in charge of all the ritual logistics for the Grandfather Fire. While the Ritual Pilot will be responsible for the whole evening this includes the oversight of the work of the Ritual Manager. The Ritual Pilot will watch things energetically, and be the final decision maker about protocols. (**Note:** At half-day or full-day events, the Ritual Manager is responsible ONLY for the ritual logistic aspects for the event. The **Event Organizers** are responsible for the activities of the Pre-Audience activities but **must not interfere** with the needs of the Audience itself.)

As Ritual Manager for the Grandfather Fire, you are responsible for identifying people for the following roles. After confirming these roles with the Ritual Pilot for appropriateness, (experience and capacity to perform) give each person an orientation for the following roles. Ask them to arrive at the fire an hour early to go over the roles with the Ritual Pilot in a **Ritual Pilot meeting with all the team.**

1. Co-pilot – person to the left of Grandfather
2. Set up person – may work with host and David's assistant and Ritual Manager to gather the needed equipment, also works with host and Ritual Manager regarding arrangement of chairs.
3. Recovery gear person – works with host, and Ritual Manager or David's assistant to gather the needed equipment.
4. Firekeeper – may work with set up person on arrangement of chairs. May orient people to offerings if this role is delegated to Firekeeper by Ritual Manager.
5. Introduction of don David.
6. A/V or Sound system person - may work with host (for sound system) and Ritual Manager or David's assistant (for recording device) to gather the needed equipment
7. Cocoa "Maiden" or Man – in charge of making and serving cocoa. Host is responsible for ensuring ingredients and plunger pots are available.



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8. Scribes – Ritual Manager connects with host / organizer to ensure host has identified scribe/s to write Grandfather’s words. Ritual Manager briefs them regarding their role. If this is not a public fire, Ritual Manager may decide to choose scribes directly.

INSTRUCTIONS FOR EACH ROLE

Instructs Fire-Keeper:

- Sit in line of view of Pilot, in the first circle and responds to hand signals from Pilot.
- Make sure fire is not too hot before David makes his transition to Grandfather.
- Fire is built up at GF’s arrival and at all transition points, e.g. when GF walks to recovery area.
- Fire is built up largest in front of GF always at a distance from walls of firepit. There’s an art to feeding the fire—instruct the Firekeeper to read and feel the field. Sometimes the fire is too low and the energy drops; it can also be too hot.
- Logs are kept together; don’t let some logs grow cold at a distance to the others.
- Cigar line is a transition point - don’t have a hot fire at this time.
- Before Grandfather moves to opposite side for David’s recovery, move the fire to that side, and build it up.

Instructs Chocolate Maiden or Man:

- Chocolate to be prepared according to recipe and tested by Pilot or David before Fire begins (See recipe in RM document)
- When Pilot hands over GF’s cup, this must be filled and returned quickly. The pilot instructs the cocoa maiden/**man** when to change the cocoa. Cocoa should be hot at all times.
- Do NOT fill the cup more than half way until GF has stopped shaking.
- GF likes to hold cup by handle if the cup has a handle, so hand cup to Pilot handle first.
- Must place Cigar Offerings in Basket respectfully and quickly during Cigar line.
- It is Cocoa Maiden’s/Man’s job to ensure the pots are cleaned afterward.
- If pot of cocoa has not been used, it can be drunk by the people or poured out. A partially used pot must be disposed of in the fire or poured out on the ground.

Instructs Co-Pilot:

- Upon GF’s arrival throw discarded cigar butt into Fire.
- Have a flashlight ready to find the cigar on the ground, around His feet.
- ALWAYS AVOID TOUCHING GRANDFATHER’S HAT when being worn.
- Ensure that GF’s Blanket is covering both knees at all times.
- Assist Pilot as requested.
- Co-pilot adjusts microphone with help of A/V person initially. Make sure it is in position before Grandfather begins to speak; turn on when Grandfather begins to mumble.



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- Check with the audience to make sure Grandfather is audible in the back rows. Work with the A/V person on this.

Instructs A/V Person:

- Tests all equipment for functionality well before the Fire.
- Microphone Stand to GF's LEFT & BEHIND Him until needed, (then adjust Mic level close to and pointing at his mouth. *This is usually done by the co-pilot because the A/V person can't fine tune the mic's position from the standing position*)
- Designate someone to pass the mic around in the audience
- Recording Device: Is a sacred object. Make sure it gets put away in David's gear after recovery.
- Pack up all equipment and store safely at end of fire.

Instructs Recovery Gear Person:

- Go over the Check List of necessary gear to ensure all is present, including Sippy Bottle with another Bottle of Water to refill it.
- Is responsible for recovery gear layout when indicated by Pilot.
- Pad is placed across the Fire from GF with the pillow to GF's RIGHT when facing the Fire.
- Is responsible for return of all gear after the Fire.
- Recovery gear person is always on recovery. All gear including David's personal gear and ritual items must go back to their proper place that night. If outside such as a pilgrim camp (not in Tuki), make sure all gear is secure. Ensure the security of recover gear with the Ritual Manager.

Instructs Person who introduces DW:

- Works out communication plan with DW's assistant in order to know when DW is ready for the introduction.
- Delivers the introductory speech.

Instructs set-up person that they are responsible for these things to be in place:

- Chairs for GF and audience in place. Check with Pilot or Ritual Manager for which direction Grandfather will be sitting in. With Ritual Manager determine seating delegation for Guests of honor and new people.
- Drums and percussion available. Grandfather likes drumming! Drummers picked out with Ritual Manager.
- GF cap, hankie, water bottle, mouth guard at Pilot's chair. Pin box in place between Pilot & GF (make sure DW brings this on arrival at chair if it is not provided beforehand) GF's rug in place.



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- Large enough basket for audience cigars. Minimum 8 starter cigars at Pilot’s chair, together with torch lighter, backup lighter, clipper. Water bottle at Pilot chair. Second water bottle for Pilot. Container for cigar trash at Pilot chair, container for cigar offerings go at or behind Chocolate Maiden chair (to immediate right of Pilot chair) Pillows at GF chair in case needed.
- At end of Fire make sure all personal items and pin, cup, rug, hat, are placed with David’s personal gear and put in a safe place after recovery.

RITUAL MANAGER CHECKLIST FOR FIRES WHEN DAVID IS TRAVELLING

CHECKLIST	NOTES
<p>B Before event: Check with organizer that there will be provided:</p> <ul style="list-style-type: none"> • Adequate shelter, seating, firewood • Sound system including a mike on a stand with adjustable arm for Grandfather, and an additional mike for questions. If battery operated, check battery • Extension cords (for sound system, note-taker’s computer, recording device if needed). • Basket/Bowl for collecting cigars at end of fire, and Ziplock bags to store them in when putting them in David’s room. • Hot chocolate ingredients (see instruction) • Plunger pots, • Offering materials, and bowls to put them in. • Rug for GF’s feet • Rubbish bin for beside pilot’s chair • Drums/percussion instruments are available. • Recovery items not provided by David: tarp, ground pad, 3 blankets including large taco blanket, pillow, sleeping bag. • Check there is a suitable chair and support cushions if needed for Grandfather during the audience 	<p>May need to ask people to bring drums & percussion instruments. May need 2 taco blankets if one is not long enough.</p>
<p><input type="checkbox"/> Before event: Check with office: who will be David’s onsite assistant. Ensure with host that massages (deep tissue if possible) have been booked (1 pre-fire and 1 post-fire: 5 pm and 10 am respectively).</p>	
<p><input type="checkbox"/> Before event: Close to event, check with David Wiley that he will be bringing starter cigars, red cup, cigar kit, and he has the other items that he needs. If David cannot provide these, buy 8 Remedios Clemenceau cigars if available (if not similar Churchill sized strong cigars). If not being provided, have available a suitable red cup, a torch lighter with a backup lighter, and cigar cutter, with container with lid to keep cigars, lighters and cutter in.</p>	<p>You may contact David’s Office to make sure David has all of these items if you’re not in touch with David.</p>
<p><input type="checkbox"/> Before event if possible: check with Pilot suggestions for co-pilot, Firekeeper, cocoa maiden, AV person, recovery person, David introduction person, set-up person and if possible, recovery team. Contact these people, preferably beforehand, to confirm their agreement to roles.</p>	
<p><input type="checkbox"/> At event: Check with David which direction Grandfather will sit Show him the chair to be used for Grandfather, and determine what cushions are needed to sit on and use behind David.</p>	



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<input type="checkbox"/>	<p>Decide with Pilot if car is needed to drive David after recovery, and if so, organize car, driver, and have keys given to Pilot or who Pilot nominates.</p>	<p>Assistant must make sure David does not have the keys to the car— at least RM & Pilot know where the keys are. Do not give to someone who will not be on recovery.</p>
<input type="checkbox"/>	<p>Check with David/assistant that change of clothing and mouth-cleaning kit are in proper location. Talk with David’s assistant re. care of David. If applicable (depends on type of event), give David an option of being present at the fire when offerings begin, or if he chooses to make his offerings later.</p>	<p>David will determine location depending on if camping (gear is stored in a tent until recovery time), or whether accommodation is within close proximity or not.</p>
<input type="checkbox"/>	<p>Instruct Co-Pilot, Cocoa Maiden/Man, Firekeeper, AV person, recovery gear person, set up person and David intro person on roles and ask to arrive at fire on hour prior to fire start time for team meeting conducted by the Ritual Pilot.</p>	<p>Review their jobs prior to arrival time to ensure they are oriented.</p>
<input type="checkbox"/>	<p>Check AV person has tested all equipment.</p>	
<input type="checkbox"/>	<p>Choose recovery team with Pilot if haven’t done that yet. Pilot or RM to go over the procedure with them before the fire if possible.</p>	
<input type="checkbox"/>	<p>It is the Ritual Manager’s role to orient participants to the ritual space and offerings. <i>(This may be delegated to Firekeeper or person of your choosing if needed)</i></p>	
<input type="checkbox"/>	<p>Ensure Cocoa Maiden/Man has recipe and knows where ingredients and plunger pots are. If you have difficulty purchasing any of the ingredients, contact David’s office</p>	
<input type="checkbox"/>	<p>Ensure Introduction person coordinates with David’s assistant re timing.</p>	
<input type="checkbox"/>	<p>Ensure offering materials and containers are available (can be delegated to Firekeeper). FK determines traffic flow (if large audience) for offerings at beginning of fire and for sticks at end of general audience</p>	<p>RM: This role should be discussed with Firekeeper ahead of time to ensure offering material is on site.</p>
<input type="checkbox"/>	<p>Determine order of people making offerings in collaboration with the Firekeeper and event promise holder – confirm order w/ pilot.</p>	



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ITEMS THAT DAVID WILEY PROVIDES WHEN TRAVELLING

CHECKLIST		RETURNED TO DW
<input type="checkbox"/>	Special Sippy bottle (or 2 if small)	<input type="checkbox"/>
<input type="checkbox"/>	Special Recovery Jacket	<input type="checkbox"/>
<input type="checkbox"/>	2 Bandannas, one for fire and one for recovery	<input type="checkbox"/>
<input type="checkbox"/>	Personal Items for recovery: Toothbrush, toothpaste, tongue scraper	<input type="checkbox"/>
<input type="checkbox"/>	Cap and mouth guard	<input type="checkbox"/>
<input type="checkbox"/>	DW Personal and Ritual Items	<input type="checkbox"/>
<input type="checkbox"/>	Starter cigars, lighters, cutter.	<input type="checkbox"/>
<input type="checkbox"/>	Recording device	The recording device is considered a Sacred Object <input type="checkbox"/> and must be treated that way. Be sure it goes into David's room with other gear at end of night.
<input type="checkbox"/>	Pin box w/pin for blanket.	Check pin - make sure it's in the box and that all 5 snakes are on the pin. <input type="checkbox"/> Make sure pin is replaced in box before GF lies down for recovery.
<input type="checkbox"/>	Special Grandfather Blanket for Event	<input type="checkbox"/>
<input type="checkbox"/>	Huichol outfit and hat, worn by David to the fire	<input type="checkbox"/>
<input type="checkbox"/>	Red cup	<input type="checkbox"/>



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ITEMS THAT HOST PROVIDES FOR FIRES NOT AT CARROLLTON NOR TEPOZTLAN

CHECKLIST: FOR RECOVERY		RETURN TO HOST
<input type="checkbox"/>	Ground Tarp	<input type="checkbox"/>
<input type="checkbox"/>	Camping Pad	<input type="checkbox"/>
<input type="checkbox"/>	Large taco blanket (or 2 if not long enough) plus 2 – 3 extra blankets	<input type="checkbox"/>
<input type="checkbox"/>	Sleeping bag	<input type="checkbox"/>
<input type="checkbox"/>	Pillow	<input type="checkbox"/>
<input type="checkbox"/>	Chair and blanket to cover chair	<input type="checkbox"/>
<input type="checkbox"/>	Only if changing DW at fire: wash cloth, water cup, spit bowl.	<input type="checkbox"/>
<input type="checkbox"/>	CHECKLIST: FOR FIRE * ITEMS TO BE RETURNED TO HOST	
<input type="checkbox"/>	<ul style="list-style-type: none"> • Adequate shelter, seating, firewood • *Sound system including a mike on a stand with adjustable arm for Grandfather, and an additional mike for questions. If battery operated, fresh batteries. • *Extension cords (for sound system, note-taker’s computer, recording device if needed). • *Bowl for collecting cigars at end of fire, and Ziplock bags to store them in. • *Hot chocolate ingredients, plunger pots, • *Offering materials, and bowls to put them in. • *Rug for Grandfather’s feet • *Rubbish bin for beside pilot’s chair • *Drums/percussion instruments are available. • *Suitable chair and support cushions if needed for Grandfather during the audience 	
<input type="checkbox"/>	Massages	



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RITUAL MANAGER CHECKLIST FOR FIRES AT CARROLLTON, GEORGIA, US OR TEPOZTLAN, MORELOS, MEXICO

CHECKLIST	NOTES
<p>B Fires held at Carrollton are usually held in the Council House (confirm). Fires held in Tepoztlan may be held in the Tuki, or in the outdoor community pit.</p> <p>Before event: Check with the office if fire is in Tepoztlan and Sherry Boatright for Carrollton fires that the following will be available:</p> <ul style="list-style-type: none"> • Adequate shelter, seating, firewood • Sound system including a mike on a stand with adjustable arm for Grandfather, and an additional mike for questions. If battery operated, check battery • Extension cords (for sound system, note-taker’s computer, recording device if needed). • Bowl for collecting cigars at end of fire, and Ziplock bags to store them in when putting them in David’s room. • Hot chocolate ingredients (see instruction) • Plunger pots • Offering materials, and bowls to put them in. • Rug for GF’s feet • Rubbish bin for beside pilot’s chair • Drums/percussion instruments are available. • Recovery items (listed later) • Check there is a suitable chair and support cushions if needed for Grandfather during the audience • Plus, items supplied by David Wiley 	<p>May need to ask Cocoa Maiden to bring chocolate ingredients (like the non-sweetened chocolate from the states, if in Mexico).</p> <p>May need to ask people to bring drums & percussion instruments.</p> <p>May need 2 taco blankets if one is not long enough.</p>
<p><input type="checkbox"/> Before event: Check with office: who will be onsite assistant.</p>	
<p><input type="checkbox"/> Ensure with Office / Sherry that massages (deep tissue if possible) have been booked (1 pre-fire and 1 post-fire: 5 pm and 10 am respectively).</p>	
<p><input type="checkbox"/> Before event: At these locations David supplies starter cigars, red cup, cigar kit, and other items that he needs for fire and recovery. However, it is always a good idea to check and to bring whatever may be missing from:</p> <p>8 starter cigars (buy 8 Remedios Clemenceau cigars if needed (or other similar Churchill sized strong cigars).</p> <p>A suitable red cup</p> <p>Cigar kit: a torch lighter with a backup lighter, and cigar cutter.</p> <p>Have a plastic container with lid to keep cigars, lighters and cutter in.</p>	<p>You may contact the Office to make sure David has all of these items if you’re not in touch with David.</p>
<p><input type="checkbox"/> Before event if possible: check with Pilot suggestions for co-pilot, firekeeper, cocoa maiden, AV person, recovery person, David introduction person, set-up person and if possible, recovery team. Contact these people, preferably beforehand, to confirm their agreement to roles.</p>	
<p><input type="checkbox"/> At event: Confirm with David which direction Grandfather will sit, and which chair is to be used for Grandfather. Determine what cushions are needed to sit on and use behind David.</p>	



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CHECKLIST		NOTES
<input type="checkbox"/>	At Carrollton: Take car close to fire pit to drive David back to house. In Tepoztlan David will be walked to house.	Assistant must make sure David does not have the keys to the car—at least RM & Pilot know where the keys are. Do not give to someone who will not be on recovery.
<input type="checkbox"/>	Check with David/assistant that change of clothing and mouth-cleaning kit are in proper location. Talk with David's assistant re. care of David. If applicable (depends on type of event), give David an option of being present at the fire when offerings begin, or if he chooses to make his offerings later.	Proper Location: If camping, stage change of clothing (pajamas, slippers, underwear, dry hat and coat) in a tent until recovery time. If David is staying on location and has a room or is at his home, stage change of clothing on the bed and mouth-cleaning kit in the bathroom.
<input type="checkbox"/>	Instruct Co-Pilot, Cocoa Maiden, Firekeeper, AV person, recovery gear person, set up person and David intro person on roles and ask to arrive at fire 30 minutes prior to fire start time.	Review their jobs prior to arrival time to ensure they are oriented.
<input type="checkbox"/>	Check AV person has tested all equipment.	
<input type="checkbox"/>	Choose recovery team with Pilot if haven't done that yet. Pilot or RM to go over the procedure with them before the fire if possible.	
<input type="checkbox"/>	It is the Ritual Manager's role to orient participants to the ritual space and offerings. (This may be delegated to Firekeeper or person of your choosing if needed)	
<input type="checkbox"/>	Ensure Cocoa Maiden has recipe and knows where ingredients and plunger pots are.	Cocoa Maiden may need to purchase ingredients. A non-sugar cocoa sometimes needs to be brought from the states if Fire is in Mexico. Ask Cocoa Maiden to purchase. Reimbursement necessary.
<input type="checkbox"/>	Ensure Introduction person coordinates with David's assistant re timing.	
<input type="checkbox"/>	Ensure offering materials and containers are available (can be delegated to Firekeeper). FK determines traffic flow (if large audience) for offerings at beginning of fire and for sticks at end of general audience	RM: This role should be discussed with Firekeeper ahead of time to ensure offering material is on site.
<input type="checkbox"/>	Determine order of people making offerings in collaboration with the Firekeeper and event promise holder – confirm order w/ pilot.	RM: Check with Pilot to ensure proper order.



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ITEMS THAT ARE PROVIDED FOR FIRES AT CARROLLTON AND TEPOZTLAN

CHECKLIST FOR RECOVERY		RETURNED TO DW
<input type="checkbox"/>	Ground Tarp & Soft/Camping Pad (make sure blown up if inflatable). Can substitute a cot.	<input type="checkbox"/>
<input type="checkbox"/>	Large taco blanket (or 2 if not long enough) and 2 – 3 extra blankets	<input type="checkbox"/>
<input type="checkbox"/>	Sleeping bag & pillow	<input type="checkbox"/>
<input type="checkbox"/>	Chair and blanket to cover chair	<input type="checkbox"/>
<input type="checkbox"/>	Sippy bottle or 2 if small	<input type="checkbox"/>
<input type="checkbox"/>	2 bandannas: one for fire and one for recovery	<input type="checkbox"/>
<input type="checkbox"/>	DW Jacket	<input type="checkbox"/>
<input type="checkbox"/>	Cap, mouth-guard	<input type="checkbox"/>
<input type="checkbox"/>	Personal Items for recovery in his room: toothbrush, toothpaste, tongue scraper, wash cloth, drinking water, glass. Pajamas, robe, slippers and cap to change into.	<input type="checkbox"/>
<input type="checkbox"/>	CHECKLIST FOR FIRE	<input type="checkbox"/>
<input type="checkbox"/>	Pin box w/pin with 5 snakes for blanket and Special Blanket	<input type="checkbox"/>
<input type="checkbox"/>	Starter cigars, lighters, cutter and plastic container to keep these in, and red cup	<input type="checkbox"/>
<input type="checkbox"/>	Pillows for Grandfather chair	<input type="checkbox"/>
<input type="checkbox"/>	Rug for Grandfather's feet	<input type="checkbox"/>
<input type="checkbox"/>	Recording device given to RV person.	<input type="checkbox"/>
<input type="checkbox"/>	Huichol outfit and hat, worn by David to the fire	<input type="checkbox"/> with other gear at end of night.



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SETUP PERSON CHECKLIST

CHECKLIST		
<input type="checkbox"/>	<p>Chairs for GF and audience in place. Check with pilot/RM any special seating delegation for Mara'akate, guests of honor, new people. Have spare pillow on hand for GF chair in case needed</p> <p>Put special blanket on chair if brought to fire ahead of time.</p>	<p>Add a blanket to GF's chair if it's a chilly night, to protect from wind and chills to David's back.</p> <p>GF's Special Blanket—face the "Pendleton Tag" facing up on the folded blanket pointed toward the fire. This way, David knows where the bottom of the blanket is without fumbling with the blanket before he sits down.</p>
<input type="checkbox"/>	<p>Drums and percussion available at the Fire, warming the leather heads.</p>	
<input type="checkbox"/>	<p>At Pilot's Chair: Have GF cap, hanky/bandanna and mouth-guard in cap—hang from Pilots' chair, water bottle for Grandfather to drink during fire if he asks</p>	<p>Cap has a Velcro chin strap...it hangs from the Pilots' chair with the mouthguard and bandana inside.</p>
<input type="checkbox"/>	<p>In between GF and Pilot</p>	
<input type="checkbox"/>	<p>GF rug in place.</p>	
<input type="checkbox"/>	<p>Chocolate Maiden Chair: Red mug, basket for audience cigars and Ziplock bag for cigars</p>	
<input type="checkbox"/>	<p>At Pilot Chair: 8 starter cigars in container with torch lighter, backup lighter and clipper.</p>	
<input type="checkbox"/>	<p>At Pilot Chair: Rubbish bin/container for cigar trash</p>	



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CLEAN-UP CHECKLIST FOR RM

CHECKLIST		
<input type="checkbox"/>	RM ensures recovery person returns all gear	
<input type="checkbox"/>	Ensure David's personal and ritual items returned to proper place: to include: Pin box with pin, Special blanket Grandfather hat DW Jacket Sippy bottles Mouth guard DW cap Red cup Cigar kit and left-over starter cigars Cigars in Ziplock bag Bandannas, sleeping bag and pillow if DW's Teeth cleaning gear, if taken to fire. Other recovery items if belonging to DW	
<input type="checkbox"/>	Recording Person returns recording device to David's gear. Puts away/secures rest of equipment.	
<input type="checkbox"/>	RM ensures Cocoa Maiden or someone she delegates disposes of extra cocoa (in fire or on the earth). Thermoses and pots must be put to soak or washed before leaving site.	It is very important that thermos mechanisms are cleaned out of cocoa (like the spout). It can mold if cocoa is left in the spout. Be sure the rubber gasket ring is replaced in the pot—these often get lost.
<input type="checkbox"/>	RM ensures that DW assistant takes care of his Traje the next day for laundry.	Folded, sent to cleaners or cleaned on-site. If camping, David often takes Traje to the cleaner at hotel he's staying at. Check with him to ensure proper cleaning happens. At multiple fires (during pilgrimage) David often has his Traje cleaned by the hotel—check with him ahead of time.



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HOT CHOCOLATE RECIPE:

V. June 2020

Ingredients:

- 2 lactose free milk cartons (32 fluid oz / 1 quart / 946 mls each carton)
- Same quantity of water
- 6 T cocoa powder
- 5 discs Ibarra

Dissolve 3 of the Ibarra discs in water.

When discs are dissolved add the milk.

Add cocoa powder.

Add the remainder of the discs as needed.

Do a taste test.

The idea is to have it chocolatey enough, without being too sweet.

Have David or Ritual Pilot try it at this point and make any necessary adjustments.

In case you cannot find lactose free milk or Ibarra Chocolate here's another option:

Ingredients:

- 2 quarts PLUS 2 cups - 2% Lactose free milk
- 2 cups - water
- 4 discs Abuelita Chocolate
- 6 T cocoa powder

In case you cannot find lactose free milk here's another option:

- 3 quarts plus 1 1/3 water
- 2 2/3 cups whole milk
- 2/3 T cocoa powder
- 4 1/2 Ibarra disks

Always, have David or Ritual Pilot taste the Chocolate and make any necessary adjustments.



Grandfather Fire Recorder KIT

November 2019

Instructions on use of the Digital recorder: V.1

The recorder is intuitive and easy to use.

1. 24 hours prior to event: Check & Test

- Confirm needed components are present:
 - i. Recording device
 - ii. Power Supply cable & adapter
 - iii. Audio cables
- Do a run through of the set-up of the recording device.
- Do a test recording.

2. Plug the Recording device to a power supply.

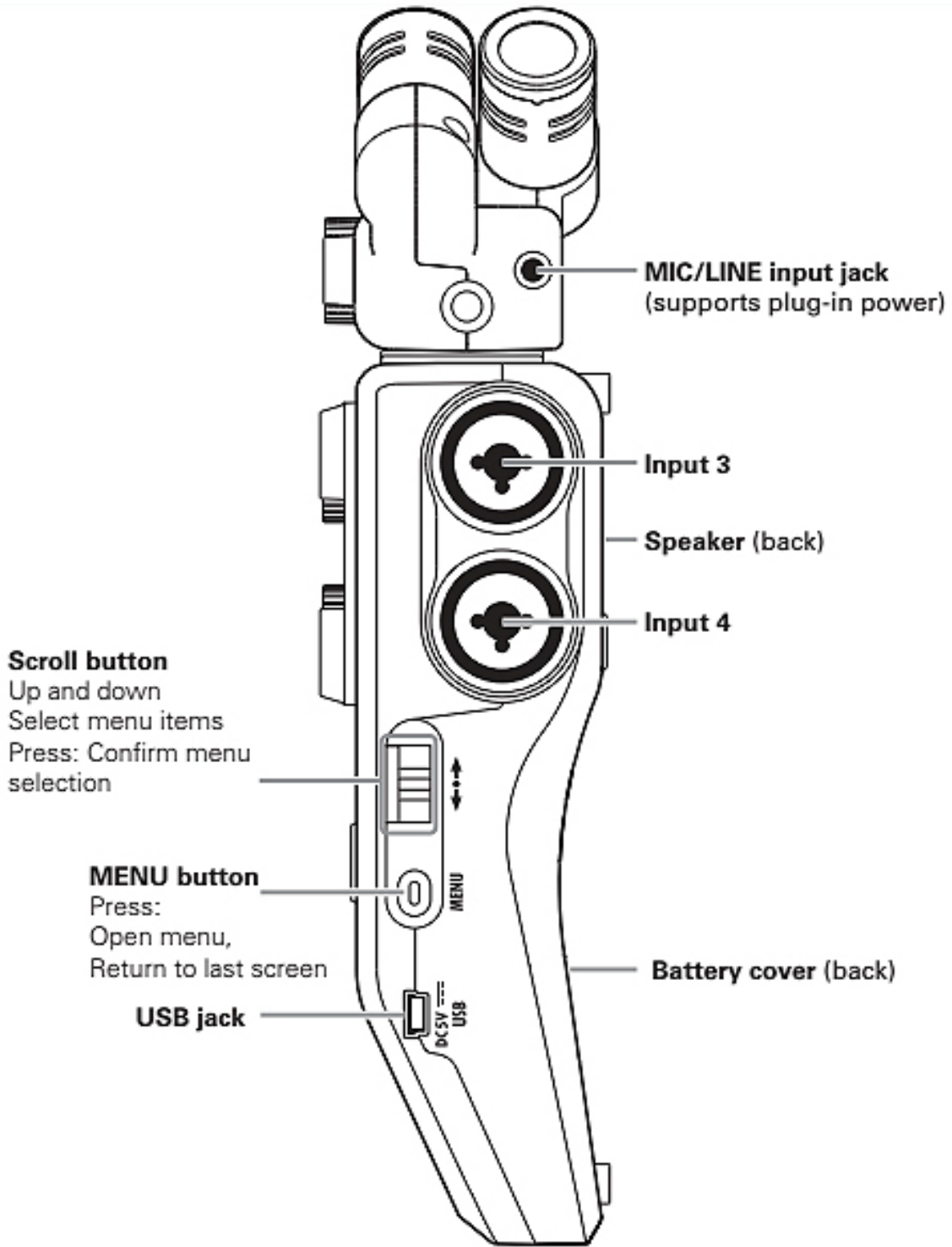
- Use the USB cable and charger to plug in the recorder to the power supply.
- The recorder device can operate with batteries in case there is not electric power available.
 - We suggest you power up the recorder with the USB Cable and charger that's included in the case, because batteries may run out quickly and they are not included. This will avoid surprises and problems.

3. Set up the Recording Device.

- Plug in the **XY Stereo or Directional Mic**, which comes with the case.
- Make sure all your 4 mic input gain knobs are at 0 in the front panel. (Unless you have a chord mic you can plug in directly and decide to use it, then adjust Mic levels – this is only recommended for advanced users).
- You will be using the recorder as a **USB Card Recorder** not as an Audio Interface.
- The **SD card** will be inside its slot & ready to be used.
- Locate the power button on the side. Slide it to **turn it on**.
- **Make sure the L & R buttons are lit in the front panel.**
- Once powered-on, simply **press the Record** button on the surface, which will light red when active.
 - The screen will show a numeric file number, which corresponds to the name of the digital file the current recording is being saved as. (i.e. 1001)
- Connect a pair of headphones to the recorder to hear what's being recorded.
- Press **Stop** or Recording pause to stop or pause the recording. A stopped recording will then automatically be saved with a numeric file name.
- You may play a previously made recording by using the arrow keys to the right and left of the play button to select the numeric file that you wish to hear. Press Play when you have the file shown that you wish to play.

- The built-in speakers are low quality but adequate to get a sense of what you have recorded.
 - **Make as many tests as needed.** Make sure that what you record is heard when played back.
- 4. Put everything away like you found it.**
 - Use the photograph below as a guide to make sure you include everything.
 - Enclose everything in its travel case.
 - **PLEASE DO NOT LEAVE BATTERIES INSIDE THE RECORDER.**
- 5. Return to David Wiley.**
 - Be sure the items are all returned to David so that they make their way in good condition to the next event.
- 6. Important Other items:**
 - **DO NOT DELETE ANY FILES FOR ANY REASON.**







Ritual Manager Checklist v.3

GUIDELINES FOR TAKING NOTES AT GENERAL GRANDFATHER FIRES – JUNE 2010:

(These guidelines replace those issued in May 2009)

There are various categories of Grandfather Fires. These guidelines deal only with the “general audience” portion of a Grandfather Fire, which anyone can attend. These guidelines are updated from time to time.

- When Grandfather is going to visit a hamlet, **it is the Host’s responsibility** to see that arrangements have been made for a sound system, a person to operate it, a registrar **and scribe/s**. In the case of a larger event, this is the ritual manager’s responsibility.
- Grandfather has instructed that recording devices (either audio or sound) **may not** be used at the fire, however; note taking is allowed. There are two types of notes, Official Notes and personal notes.
- *As of March 2010*, Grandfather gave David Wiley permission to record for the express purpose of making an accurate transcript for the Official Notes. These recordings will not be replicated for any reason. David will bring a recording device with him and will give the sound person instruction on how to operate it. This device must remain with David or his designate.
- To provide backup for this technology there needs to be one scribe with a computer. Their responsibility will be:
 - To notate “Contextual Notes” (like thunder and lightning... night noises... or noises from the fire),
 - To record the questions (unless a microphone for questions is provided),
 - To take notes should David’s recording device fail to operate.
 - Note that at some events, one or two scribes are asked to take notes of Grandfather’s words for the audience.
- **Due to the distraction of keyboards and LCD screens we request that no other computers be utilized.**
- Personal Notes: Notes that people take on their own, are for their personal information and recollection *only* - we ask that this be respected and that personal notes not be distributed in *any* form other than the verbal form of sharing what was learned at the fire on the personal level. Due to transcription errors and varying interpretations, personal notes should *not* be portrayed as a record of the event.

Prior to the Fire:

- Set up a location for the scribe. This should be either behind Grandfather or off to a side. **Please do not sit in the general audience because the activity and LED screens will distract people’s attention away from Grandfather.** (Note that the scribe cannot be too cold, or it is too difficult to type. In some audiences, depending on the type of fire, the scribes can sit in the front row.)
- Provide a power source - batteries are not reliable. Run any extension cords so that people will not trip over them. All connections should be protected from rain.
- Minimize the impact of the computer screen on others by adjusting the brightness and sound settings.
- The scribe needs to be able to hear, needs a head lamp and needs warmth. An electric heater at hand level in the cold weather works well.
- Designate a person(s) to hold the microphone(s) for questions works well. The mike then gets passed quickly to those recognized by Grandfather and then passed back after the question has been asked. Wireless mikes are recommended for this; however, Grandfather’s mike must be direct cable (XLR).



Ritual Manager Checklist v.3

QUICK REFERENCE RITUAL MANAGER LIST

You are responsible for making sure there is:

- Sufficient Firewood and a designated Firekeeper
- Shelter from the weather
- Adequate Seating for attendees
Check direction Grandfather will be sitting
Check David's chair is suitable and ensure pillows are available
Check seating arrangements for Mara'akate, guests etc.
- A sound system with mike on a stand an adjustable arm, with extension cord. If battery operated check batteries. Make sure it is checked out beforehand by competent operator.
- Hot Chocolate ingredients and 2 plunger pots are available.
- Grandfather special red mug (check David is bringing one. If not make sure you bring one. It should be metal (not plastic) with as wide a mouth as possible and an open handle at the bottom.
- Deep Tissue Massage: before the fire and the day after. Make sure a massage table with head cradle is available for the massage.
- Offering materials, bowls/containers to put them in, and Firekeepers to assist flow at the beginning and end.
Rubbish bin for pilot
- Starter cigars (8). Check if David is bringing these and if not buy 8 – 10 Remedios Clemenceau cigars if available – otherwise a similar long (Churchill size) strong cigar
- Cigar kit: cigar cutter and 2 lighters (check if David is bringing these, and if not provide them) and a container to keep these in.
- Basked to collect cigars at end of evening, and Ziplock plastic bag to store them in.
- Special rug for Grandfather's feet
- Grandfather items for the fire: special blanket, pin box with blanket pin, bandanna for tending Grandfather's face during the fire, cap and mouthguard. All these items are provided by David
- Recording device provided by David
- Note-taker/s / scribes with cords to plug in computer/s.
- Recovery kit:

Ground Tarp

Soft Pad (*if inflatable make sure it is blown up*)

Taco blanket (*or 2 taco blankets if one is not long enough*)

Sleeping bag and 2 additional blankets

Pillow

Bandanna

Sippy bottle (*or 2 if small*)

Jacket

Chair covered by blanket

Cap and mouthguard (*given to pilot to have with him during fire*)

Flash light