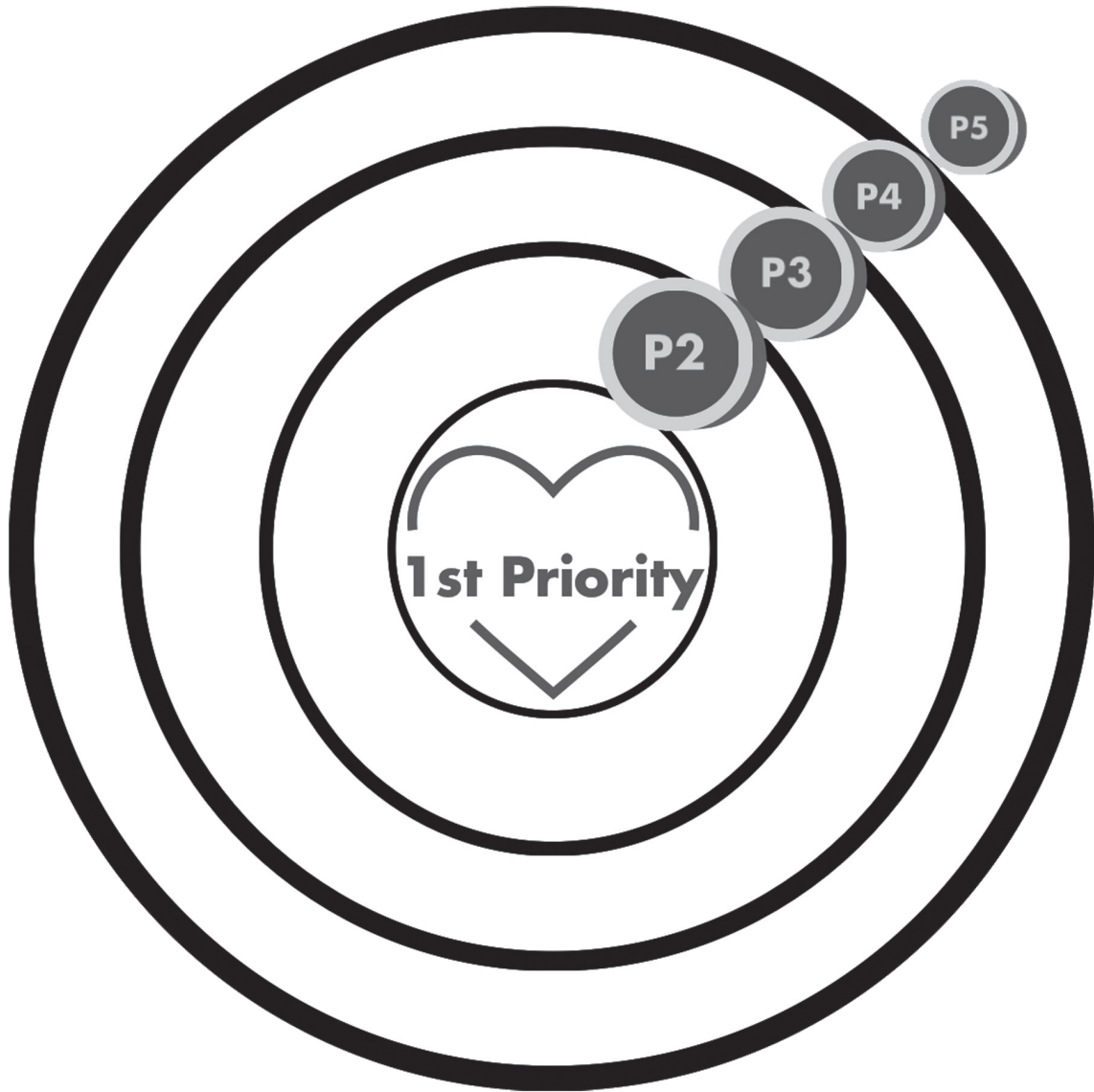


# HOW TO PRIORITIZE

This tool is useful for determining your priorities.



## COHERENCE GRID

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CAN I (WE) STATE IT? LIST CORE VALUES BELOW	DO I (WE) EXPRESS IT?	HOW IS THE VALUE EXPRESSED IN OUR CHOICES ABOUT WHO, WHAT, WHEN WHERE, HOW OR WHY?



# CHECKLIST FOR A NAMING CEREMONY

## PLANNING

First things first



<input type="checkbox"/> We are clear about our objectives for this ceremony
We have identified:
<input type="checkbox"/> <b>About whom?</b> The newcomer
<input type="checkbox"/> <b>By whom?</b> Parents are responsible for <b>crafting/organizing/presiding</b>
<input type="checkbox"/> <b>With whom?</b> who <b>participates/is invited</b> (godparents, grandparents, siblings)
<input type="checkbox"/> <b>What kind of event?</b>
<input type="checkbox"/> <b>When?</b> A fitting <b>date/time</b> for the event
<input type="checkbox"/> <b>Where?</b> A suitable <b>place/setting/venue</b>
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 for 'Where?' and leeway for timing

PAUSE



## CREATING

Making sense (parents)



We, the craftspeople, are agreed on:
<input type="checkbox"/> <b>Why and how</b> we are ritualizing the arrival of our child
<input type="checkbox"/> What is at the <b>HEART</b> ♥ of this ceremony
<input type="checkbox"/> The <b>key values, ideals or philosophy of life</b> we wish to transmit to our child
<input type="checkbox"/> <b>Decisions confirmed</b> (Who, What, When, Where)
<input type="checkbox"/> If there is disagreement, we have discussed the issues
CONTENT
<input type="checkbox"/> <b>Words</b> ♥ <b>Promises</b> parents, godparents, others
<input type="checkbox"/> <b>Music</b>
<input type="checkbox"/> <b>Gestures/symbols/objects</b>
FORMAT
<input type="checkbox"/> <b>ENTRY INTO CEREMONIAL SPACE</b>
<input type="checkbox"/> <b>Welcome</b>
<input type="checkbox"/> <b>Heart</b> ♥ <b>Promises</b> to our child
<input type="checkbox"/> <b>Closing/exit</b> ceremonial space > transition
<input type="checkbox"/> <b>Social gathering</b>
<input type="checkbox"/> <b>Choreography/scenography</b> check for visual participation
<input type="checkbox"/> <b>Reminder list</b>
<input type="checkbox"/> <b>We have checked for flow and choreography</b>

PAUSE



## REALIZING

Expressing meaning



<input type="checkbox"/> <b>Prepare setting</b> (parents/presider/organizer)
<input type="checkbox"/> <b>Open ceremony</b> (presider/parents)
<input type="checkbox"/> <b>Ritualizing</b> (Content + Format)
♦ Conduct (presider) ♦ Participate (all)
<input type="checkbox"/> <b>Close ceremony</b> (presider)
<input type="checkbox"/> <b>Open social part of event</b> (organizer)
<input type="checkbox"/> <b>Social gathering</b> (all)
<input type="checkbox"/> <b>Close event and clean up</b> (parents/organizer)
<b>DURATION OF EVENT</b> (suggested)
<b>Ceremony</b> (5-15 minutes)
<b>Social gathering</b> (2-4 hours)

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



# CHECKLIST FOR RITUALIZING COMING OF AGE



## PLANNING

First things first

<input type="checkbox"/> We are clear about our objectives for this event
We have identified:
<input type="checkbox"/> <b>About whom?</b> 1) Youth 2) Family
<input type="checkbox"/> <b>By whom?</b> Young person + trusted adult are responsible for <b>crafting and organizing</b>
<input type="checkbox"/> <b>With whom?</b> Who <b>participates</b> and who is <b>invited?</b> (godparents, friends)
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 (youth + adult)

We, the craftspeople, are agreed on:
<input type="checkbox"/> <b>Why</b> we are ritualizing this youth's coming of age
<input type="checkbox"/> What is at the <b>HEART</b> ♥ of the event/celebration
<input type="checkbox"/> Youth's <b>key values, ideals or philosophy of life</b>
<input type="checkbox"/> <b>What kind of event?</b> Where? When?
<input type="checkbox"/> <b>Decisions confirmed</b> (What, When, Where, How)
<input type="checkbox"/> If there is disagreement, we have discussed the issues
CONTENT
<input type="checkbox"/> <b>Words</b> that express what is at the ♥
<input type="checkbox"/> <b>Music/gestures/symbols/objects</b>
FORMAT
<input type="checkbox"/> Is <b>coherent</b> with kind of event/celebration
<input type="checkbox"/> <b>Social gathering</b>
<input type="checkbox"/> <b>Reminder list</b>
<input type="checkbox"/> If necessary, <b>we have tested our plan</b>

PAUSE



## REALIZING

Expressing meaning

<input type="checkbox"/> <b>Prepare setting</b> (youth/adult/parents)
<input type="checkbox"/> <b>Open event</b> (youth/adult/parents)
<input type="checkbox"/> <b>Ritualizing</b> (Content + Format)
<input type="checkbox"/> <b>Leadership coherent</b> with kind of event/celebration
<input type="checkbox"/> <b>Close formal part of event</b> (youth/adult)
<input type="checkbox"/> <b>Social gathering</b> (all)
<input type="checkbox"/> <b>Close event and clean up</b> (youth/adult/parents/all)
<b>DURATION OF EVENT</b> (suggested)
<b>Ceremony</b> (5-15 minutes)
<b>Social gathering</b> (2-4 hours)

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# CHECKLIST FOR A WEDDING CEREMONY

## PLANNING

First things first



We are clear about our objectives for this ceremony

We have identified:

- About whom?** Couple
- By whom?** The couple are responsible for **crafting/ presiding/organizing**
- With whom?** (who **participates/is invited**)
- What? Wedding ceremony**
- When?** A fitting **date/time/duration** for the event
- Where?** A suitable **place/setting/venue**

### COMMUNICATION AND CONTINGENCY

- We have contacted or invited all (see 'With whom?') noted above
- Participants have approved their roles
- If there is disagreement about how to proceed we know who makes the final decision
- We have contingency plans for with Whom, When and Where

PAUSE



## CREATING

Making sense (couple)



We, the craftspeople, are agreed on:

- Why and how** we are ritualizing our union
- What is at the **HEART** ♥ of this ceremony
- The **key values, ideals or philosophy of life** we wish to transmit or convey
- Decisions confirmed** (Who, What, When, Where)
- If there is disagreement, we have discussed the issues

### CONTENT

- Words** ♥ **Our vow + texts**
- Music**
- Gestures/symbols/objects**

### FORMAT

- Entry** into ceremonial space
- Welcome**
- Heart** ♥ **Our vow + texts**
- Closing/exit** ceremonial space > transition
- Social gathering**
- Choreography/scenography** check for visual participation from all seats
- Reminder list**
- We have walked through** the ceremony and checked for flow and choreography

PAUSE



## REALIZING

Expressing meaning



- Prepare setting** (couple/presider/organizer)
- Open ceremony** (presider)
- Ritualizing** (Content + Format)
- ♦ Conduct (presider) ♦ Participate (all)
- Close ceremony** (presider)
- Open social part of event** (organizer)
- Social gathering** (all)
- Close event and clean up** (organizer)

### DURATION OF EVENT (suggested)

**Ceremony** (20-40 minutes)

**Social gathering** (2-6 hours)

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



# CHECKLIST FOR RITUALIZING GROWING UP AND GROWING OLD

## PLANNING

First things first



<input type="checkbox"/> We are clear about our objectives for this event
We have identified:
<input type="checkbox"/> <b>About whom?</b> The person at the centre of ritualization
<input type="checkbox"/> <b>By whom?</b> Who is responsible for crafting/organizing/presiding?
<input type="checkbox"/> <b>With whom?</b> Who participates/is invited
<input type="checkbox"/> <b>What?</b> Define the occasion
<input type="checkbox"/> <b>When?</b> Determine date/time/duration
<input type="checkbox"/> <b>Where?</b> 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 (person at centre of ritual)



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

PAUSE



## REALIZING

Expressing meaning



<input type="checkbox"/> <b>Prepare setting</b> (person ritualizing transition)
<input type="checkbox"/> <b>Open event</b> (person ritualizing/presider)
<input type="checkbox"/> <b>Ritualizing</b> (Content + Format)
<input type="checkbox"/> <b>Leadership coherent</b> with kind of event/celebration
<input type="checkbox"/> <b>Close formal part</b> (person ritualizing/presider)
<input type="checkbox"/> <b>Social gathering</b> (all)
<input type="checkbox"/> <b>Close event and clean up</b> (person ritualizing/all)
<b>DURATION OF EVENT</b> (suggested)
<b>Ceremony</b> (to be determined)
<b>Social gathering</b> (2-4 hours)

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



# CHECKLIST FOR A FUNERAL CEREMONY

## PLANNING

First things first



We are clear about our objectives for this ceremony

We have identified:

- About whom?** The deceased, his/her life and relationships
- By whom?** Close family and friends are responsible for crafting/presiding/organizing
- With whom?** Who participates/is invited
- What? Funeral**
- When?** Determine date/time/duration
- Where?** A suitable place/setting/venue

### COMMUNICATION AND CONTINGENCY

- We have contacted or invited all ('With whom?') noted above
- Participants have approved their roles
- If there is **disagreement** about how to proceed we know who makes the final decision
- We have contingency plans for When, Where, What

PAUSE



## CREATING

Making sense (craftspeople)



We, the craftspeople, are agreed on:

- Why and how** we ritualize our loved one's passing
- Deceased is at the **HEART** ♥ of this ceremony
- The deceased's **key values, ideals or philosophy of life** (in the case of a baby, the parents' values)
- Decisions confirmed** (Who, What, When, Where)
- If there is disagreement, we have discussed the issues

### CONTENT

- Words ♥ Homage + tributes**
- Music**
- Symbols/objects**
- Gesture of separation**

### FORMAT

- Entry** into ceremonial space
- Welcome**
- Heart ♥ Homage + tributes**
- Closing/exit** ceremonial space > transition
- Social gathering**
- Choreography/scenography**
- Reminder list**
- We have checked for flow and choreography**

PAUSE



## REALIZING

Expressing meaning



**Prepare setting** (presider/participants)

**Open ceremony** (presider)

- Ritualizing** (Content + Format)
  - ◆ Conduct (presider) ◆ Participate (all)
- Close ceremony** (presider)

**Open social part of event** (presider)

**Social gathering** (all)

**Close event and clean up** (organizer)

### DURATION OF EVENT (suggested)

**Ceremony** (20-50 minutes)

**Social gathering** (1-3 hours)

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



# 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"/> <b>About? Who or what</b> is at the centre of ritualization
<input type="checkbox"/> <b>By whom? Who is responsible for crafting/organizing/presiding</b>
<input type="checkbox"/> <b>With whom? Who participates/is invited</b>
<input type="checkbox"/> <b>What?</b> Define the occasion
<input type="checkbox"/> <b>When?</b> Determine <b>date/time/duration</b>
<input type="checkbox"/> <b>Where?</b> Choose <b>place/setting/venue</b>
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"/> <b>Why and how</b> we ritualize this event/situation
<input type="checkbox"/> What is at the <b>HEART</b> ♥ of the event/situation
<input type="checkbox"/> The <b>key values, ideals or philosophy of life</b> we wish to convey
<input type="checkbox"/> <b>Decisions confirmed</b> (Who, What, When, Where)
<input type="checkbox"/> If there is disagreement, we have discussed the issues
CONTENT
<input type="checkbox"/> <b>Words</b> that express what is at the ♥
<input type="checkbox"/> <b>Music/gestures/symbols/objects</b>
FORMAT
<input type="checkbox"/> Is <b>coherent</b> with kind of event/situation
<input type="checkbox"/> <b>Social gathering</b>
<input type="checkbox"/> <b>Reminder list</b>
<input type="checkbox"/> If necessary, <b>we have tested our plan</b>

PAUSE



## REALIZING

Expressing meaning

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

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