SESSHIN APPLICATION FORM

This is an application for the sesshin that takes place on      .

**Full-time attendance: :** See the calendar for sesshin dates. The sign-up deadline is always 6 weeks prior to the start of sesshin. Honolulu Diamond Sangha *Members*, please calculate full-time fees at the $42/day rate. *Non-members*, please calculate full-time fees at the $47/day rate. So full time rates are as follows:

Eight days: $336 members and $376 non-members

Seven days: $294 members and $329 non-members

Five days: $210 members and $235 non-members

**Part-time attendance:** If you are interested in attending sesshin part-time, please keep in mind that part-time attendance is a privilege. Please consider not only your own schedule, but how your participation will support the other participants and the sesshin as a whole. Your proposed schedule is subject to the teacher’s approval and discussing it prior to applying is recommended.

If attending part-time, mark the time blocks you wish toattend on the table below. The *Member* fee for part-time attendance is $21 plus $11 per block attended. The *Non-Member* fee for part-time attendance is $25 plus $13 per block attended. There is no charge for the mandatory evening program on the Start Date. When signing up for a block, you must attend the entire block, including the meal, if any. If possible, please include at least one work period per day in your part-time schedule and indicate what nights you’ll be sleeping over.

**Reservation deposit and payment.**  To be considered, your application and a deposit of 50% of your sesshin fee must be received on or before the published sign-up deadline (see page 2 for sign-up deadlines). The balance of your sesshin fee is due on or before the Start Day of sesshin. Cancellations received two weeks prior to the start of sesshin or earlier will receive a full refund of the deposit and any fees paid.  Cancellations received thirteen days or less before the start of the sesshin will not receive a refund of the deposit. However, any fees paid beyond the deposit will be refunded. Those unable to pay the sesshin fee in full may still apply and arrange for a reduction in sesshin fees by contacting our administrator at 735-1347.

Priority will be given to applicants in the following order: full-time participants who are Honolulu Diamond Sangha members or friends; full-time participants who are Hawaii residents; other full-time participants; Honolulu Diamond Sangha members and friends who are part-time participants; part-time participants who are Hawaii residents; and other part-time participants. If the sesshin fills and a waiting list develops, priority will be given to full-time participants on the waiting list in the order in which applications were received.

Name:       Phone:

Address:       Email:

# Emergency Contact: Name       Relationship       Phone

I will be attending:  Full Time (*Members*: $42 per day, *Non-Members*: $47 per day)

Part Time (*Members*: $21 plus $11 per block; *Non-Members*: $25 plus $13 per block).

Total Sesshin Fee: $       Amount Enclosed: $

For part-time attendance only, please check off the blocks you wish to attend on the table below. Day 1 is the morning after the Start Day. Attendance on the Start Day is mandatory and free of charge.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Sesshin Days | | | | | | | |
| Start Day\* | Daily Blocks | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 5:00 pm Brown bag supper | #1: 4:00 – 7:00 am, Breakfast |  |  |  |  |  |  |  |  |
| 5:45 pm Work Meeting | #2: 8:30 am – noon, Noon meal |  |  |  |  |  |  |  |  |
| 7:00 pm Zazen | #3: 1:30 pm – 5:30 pm, Supper |  |  |  |  |  |  |  |  |
| 7:30 – 9:00 pm Orientation, Cautions  Teacher’s opening remarks | #4: 6:30 pm – 9:00 pm |  |  |  |  |  |  |  |  |
| Sleeping over |  |  |  |  |  |  |  |  |
| Staying for work period following block #  (Fill in the block number) |  |  |  |  |  |  |  |  |

**Dietary or other restrictions:** If you have a medically assigned diet, or other restrictions, conditions, special needs or concerns that we should be aware of, please specify below (use another sheet if necessary):

Useful information about sesshin follows. Please read and retain this page for your reference.

***When to arrive.* All participants, full-time and part-time, should arrive at Palolo Zen Center no later than 5:30 PM on the Start Date. If you are unfamiliar with the oryoki meal procedure or would like a refresher, plan to attend the oryoki orientation at 5:00 pm in the dining hall.No meal will be served on this first evening, so please have supper before arriving or come at 5:00 PM with a brown bag supper to eat with the group. The mandatory work meeting will begin promptly at 5:45 PM with Zazen at 7:00 PM, and sesshin orientation and cautions and the Teacher's opening remarks following.**

***Arrival and departure.*** At your earliest opportunity, please inform our Administrator of your airport arrival and departure times.This information will help us coordinate transportation between the airport and the Palolo Zen Center, if at all possible, and to welcome and accommodate you.

***What to bring.*** Beds or futon, bowl sets, and zafu, support cushions, benches, and chairs are provided to all attendees. Towels, bed linens and blankets are provided **only to attendees from locations outside of Oahu**. During winter, Palolo weather is often damp, windy, and cold (by Hawaii standards); a jacket, sweater or fleece is advisable. Clothing for zazen should be dark, without pattern, and loose fitting, covering the legs and shoulders.

***When does sesshin end?*** Sesshin ends at around 3:00 PM on the last day after the closing ceremony, tea, an informal noon meal, and clean-up. If you are attending on the last day, please plan to stay for this entire program.

***Extended stays.*** You are welcome to stay the night preceding the Start Date OR the night of the last sesshin day at no extra charge. You may extend your stay further for a fee of $45 per night by applying to the residential program. All residents are required to follow the Residential Schedule, which includes Sunday-Friday morning zazen and Wednesday evening zazen. During the Intensive Practice Period the Residential Schedule includes Monday-Thursday evening zazen.

***Information contacts.*** For assistance with accommodations, transportation to and from the airport, and extended stays at Palolo Zen Center, please contact our Administrator at 808-735-1347. For sesshin acceptance confirmation, schedule changes, payment, and other information, please contact our Administrator at 808-735-1347 or email at [info@diamondsangha.org](mailto:info@diamondsangha.org). More information about our schedules, programs, and events can also be found on our website at [www.diamondsangha.org](http://www.diamondsangha.org).

*\* All sesshin led by Michael Kieran.*