

## **Festival of the Animals Organizing Guidelines**

Every year since 1990 the IIVR has held a Festival of The Animals. It is a gathering of the community to celebrate the work of the Personal Totem Pole Process®. It is a time to meet old friends and to make new ones; a time to try new workshops; to laugh, grow and to have fun.

### **Festival Committee:**

**Organizing the festival is a voluntary undertaking. Below is a list of the roles needed for a festival. They need not be separate people. Some festivals have been organized by just one or two people, who undertake a number of these tasks. Some organization committees have been larger. While a large committee can seem useful, some have had to spend time on interpersonal issues, which can be a downside. Decide on which works best for your situation. A small group which works harmoniously may be better than a larger group that requires lots of meetings. There is no absolutely correct size, just what works best for you.**

**The coordinator for the Evening of Expression is often a volunteer from the festival participants and so need not come from the committee but does need to be asked before or during the festival event.**

### **Roles:**

1. Over-all coordinator, in charge of contacts, venue etc.
2. Accounts manager who collects fees and pays costs
3. Registrar i.e. the person whose contact info goes on the website and who communicates with registered participants.
4. Workshop coordinator; person who contacts attendees and asks them to lead a workshop & also creates timetable for workshops.
4. Someone to track details such as food allergies, special needs and room assignments.
5. Someone who prepares registration packets for the participants and arranges registration on the first day of the Festival.
6. Someone to design and order T-shirts.
7. Ceremony coordinator for opening and closing ceremonies
8. Coordinator for silent auction.
9. MC and/or coordinator for Evening of Expression. ( often a volunteer from the attendees)
10. Festival committee usually decides upon a theme for the Festival that fits the journey or imagery of the committee.

**In general it is helpful for the person assuming a leadership role to have had the experience of attending past Festivals and to have had past experience in their own deep imagery. It also may be noted that working in a cooperative leadership style has been the most successful in the past. When needed, there are past organizers and members of the Council of Elders available to help organizers in their tasks.**

## Basics:

### Length:

1. Usually 4 to 5 days (but not set at that)
2. Begins evening of day one with Opening Ceremony
3. Has 3 days (or so) of workshops, morning and afternoon, each workshop about 2.5-3 hrs long.
4. Finishes on day 5 with closing ceremony in the morning.

### Workshops

1. The workshops are volunteer offerings by participants of the Festival. Workshops may be offered by very experienced Workshop Leaders and by newcomers, trying out a new workshop or idea. It is a chance to explore new topics, offer new workshops, test skills or simply return to old and successful workshops that mean a lot to attendees.
2. **All the workshops should have a deep imagery/Personal totempole journey.** The morning workshops tend to be mainly journey based workshops while afternoon workshops can often have a combination of Imagery and crafts. The afternoon journeys are usually briefer than the morning ones. Occasionally someone offers a workshop without an imagery journey but that is infrequent. Try and encourage those offering workshops to include some element of imagery work.
3. **Include one introductory Chakra Animal workshop,** usually on the first day, for people who may not have met their animals. You can request an experienced guide to lead that journey.
4. The workshop leader can decide on a limit to participant numbers i.e. they may request either a maximum or minimum needed for the workshop
5. Workshop leaders may request a fee for materials.
6. Ask for workshop descriptions before the festival. Usually try and have the descriptions in both English and German as usually there are a high percentage of both English and German speakers. Include them in registration packages (if you have these).
7. Assign rooms/spaces for workshops clearly.
8. Participants sign up for workshops DURING the festival. Display the signup sheets somewhere publically.
9. Often if Steve is leading a workshop, other workshop leaders want to attend. You may need to decide if he is scheduled alone or not for that time slot.

### Registration Packages

Often an organizing committee will prepare a registration pack. Sometimes these packs have been sponsored by local tourism groups or businesses. They can include:

1. Folder
2. Timetable
3. Workshop descriptions
4. Map of venue (if necessary)
5. Contact Information on who to go to with questions
6. Pens/pencils

7. Notebook/journal
8. Name badges

Decide if you want to do this and in what form. Sometimes in the past, participants received folders that contained a number of items. This may not be what you choose to do. If you prefer people to bring their own pens, notebooks etc. please tell them so before they arrive for the festival. You may simply handout timetables and name badges!

### **T-shirts**

T-shirts are a major part of the festival tradition. Each year, a new tshirt is designed and offered as part of the festival experience. Everyone who attends receives a tshirt.

Participants indicate what size they want when they register. Not everyone will have registered in time so set the date by which you want the t-shirt sizes and you can retrieve the information from online. Usually extra t-shirts are ordered anyway for auction at future festivals or to be available for purchase.

### **Additional Info about the structure of a festival:**

1. Opening ceremony includes Journey to the Animal of the Festival and clan formation

As a means of support for people attending, usually during the Opening Ceremony, every one journeys to find their animal of the festival. These animals usually can group together in loosely similar groupings, like the “Earth Animals”, “Sea Animals”, “Large Animals”, “Winged Animals”. These form the basis of our clans for the length of the Festival. The clans meet each day and the members support each other as they need for the length of the Festival. Steve is usually happy to guide this journey, if requested.

2. Clan meetings need to be scheduled daily.
3. Large group plenary meetings, ie where everyone gathers, about 1/2 hour long, can be scheduled.
4. On the last or second last night of the Festival of the Animals, the community gathers for an evening of expression. This is a time for fun and celebration as clans and individuals gather and offer an expression of their Festival experience.

Individuals & clans asked/volunteer to take part. It usually is an evening of entertainment but not limited to entertainment.

5. A silent and live auction also occurs on the evening of expression; items are donated by participants and have included special t-shirts, jewelry, art, etc. The items for the silent auction are usually on display for a few days before the evening of expression. Proceeds go to the IIVR Scholarship Fund.

**Sample schedule:**

Date	Time	Event
Day 1	18.00 hrs	Opening Ceremony, Journey to Animal of the Festival
Daily Days 2-4	8.00 hrs	Breakfast
	9.00 -12.30 hrs	Morning Workshops
	12.30-14.00hrs	Lunch/Siesta
	14.00-17.30 hrs	Afternoon Workshops
	18.00-19.00	Clan Meetings
	19.30-21.00	Evening Meal
	21.00	Evening gatherings, talks etc
Day 3	Afternoon	Possible Excursion
Last Night	Late evening	Evening of Expression
Last Morning	10.00-12.00	Closing ceremony
	12.30-14.00	Lunch

**Choosing a venue:**

Any site for a Festival must accommodate 25 – 50 people for lodging, food and workshop space. In recent years Festivals have tended to be small with 25 to 30 people attending although there have been very large Festivals in the past with 60 – 90 people attending.

Lodging must accommodate individuals, couples and sometimes, families. Sleeping arrangements are most often shared spaces with several people sharing a room. If participants need to provide their own linens, towels, etc, this needs to be communicated to them.

Dining facilities must accommodate the entire group. They must also accommodate special dietary needs such as allergies, vegetarians, children, etc. Meals are usually offered from the evening of first day on through lunch on the last day.

Workshop spaces must be available at the venue. If there will be three workshops offered during each workshop period, then there will need to be three spaces. There must be a room large enough to hold all the participants for Ceremonies, plenary sessions, Evening of Expression, and to hold items for the silent auction. This room is often used for large workshops. When space is available there may also be a space for craft and art materials that can be used by participants at any time.

When children are likely to attend, workshop space may also need to be arranged for their activities.

## **Costs:**

### **IMPORTANT:**

The costs and the breakdown per person needs to be submitted to the IIVR office ([iivr@deepimagery.org](mailto:iivr@deepimagery.org)) to be approved before you publish the festival fees, since initial costs are covered by IIVR. A member of the IIVR Council of Elders (such as the Treasurer) will go through the costs and discuss them with you if needed.

**Costs are kept to a minimum so that as many people as possible may attend.**

Include the following in your calculations of the festival price:

1. Accommodation & food
2. Mailing and postcard: we no longer do a general postal service mailing but if you intend to mail items, be sure to include the costs.
3. T – shirts
4. Folders with pens & paper for each participant
5. Costs of paper/printing for timetables and other information.
6. Miscellaneous costs: craft materials etc. if needed for general usage during the festival. NOTE: The leader of a craft-based workshop should ask workshop participants to pay a materials fee when needed i.e. the costs of craft-based workshops need not be included in your calculations.
7. Little extra for scholarship fund/IIVR resources/festival seed money or unexpected expenses.

## **IIVR provides:**

- Initial funding, if needed before registration begins.
- Euro bank account via Andrea Ortmayer in Vienna or the US account. Both are used each year.
- IIVR Paypal account used for credit card payments via [deepimagery.org](http://deepimagery.org).
- Making/ mailing postcards, if they are needed.
- Website information on Deep Imagery site.
- Email address for festival: for instance [festival2014@deepimagery.org](mailto:festival2014@deepimagery.org) available to use.

- Advertising of Festival through email list and database.

## **Sample workshops from previous Festivals**

### **Festival of the Animals 2006 Workshop List**

#### **Inner Journeys - Innere Reisen Totempole-Festival 2006 Morning - Vormittags**

*with/mit Steve Gallegos (USA):*

#### **The Animals of Approach and Avoidance**

Much of our life is spent moving toward some things and moving away from some things. or sometimes of moving toward some things (like a relationship) and then suddenly way from it. In this workshop we will meet an animal of approach and an animal of avoidance. We will explore with them the places in our lives where they have been important and where there might have been injuries. We will pursue any healing that is ready to happen around these injuries. Then we will look at their relationship with one another. If they are willing, we will allow them to merge together.

*with/mit Sabina Wolf (Switzerland):*

#### **Journey to my Inner Wealth and Abundance**

All the wealth and abundance outside I perceive and long for, I allow myself to discover and value profoundly inside of me and give them space and let them expand.

*with/mit Claudia Chmielus (Germany):*

#### ***Active Meditation and Polarity Journey to the Animals of Scarcity and Abundance***

After a meditation which connects you to your heart chakra and the four directions, you will meet your animals of Scarcity and Abundance.

You will learn how these two forces - which in astrology are represented by Saturn and Jupiter - affect your life, and how you can unite them into one source of support and power.

*with/mit Alexandra Besserer (Germany):*

#### ***Journey to the Animal of your Voice***

„Unhearable and still the Creator remained. Like iceberg! Silent like stone. Until one day, when he threw away mountain and broke silence, because he no longer could resist to his deepest craving in creating world and mankind. There he started singing: “This world should be!” And world came into being.“ (from Aztec mythology)

Our voice aligns us with the world. Everyone of us is feeling different about this voice. But how am I in this world with my voice? Am I silent, loud, hesitating, am I giving space or do I fall silent sometimes when I should speak? Do I really love my voice? However... My voice is my tone, which I am sending into this world. Maybe the animal of your voice has something to tell you about it.

### **Creative Workshops Afternoons**

with/mit Gail Perkin (USA):

**Journey to the Animal of 'CREATING A SENSE OF PLACE'**

I would like to ask people to:

Please bring: bells, candles, objects (like keys you no longer need) that we can string together to make a noise in the breeze.

Please bring your hopes, your dreams, your songs, your sorrows and joys.

Please bring your poems, your stories, your openness of being alive.

Together we will create a space to honor all parts of our selves, using objects found and created.

Materials needed:

paper for drawing, markers, needle and thread, string, some old sheets (to tear up) scissors, pens and paper. Any material that you love or hate to work with!

*with/mit Glenda White (USA):*

**Making a Lifestory Necklace**

(Limit: 10 persons)

We will journey to a place within and meet the guide that knows what story needs to be told today. We will construct a necklace using beads to help us connect the inner and the outer worlds. No art experience or imagery experience necessary. Just bring your curiosity and your love for the variety and the abundance of the beads.

Material-fee: Euro 10,00