

Way of Tea 2025 Guidelines

1. Session Location

2025 sessions will be held at the Urasenke Foundation in San Francisco:

Venue: Urasenke Foundation

2143 Powell St, San Francisco, CA 94133

- **Each school is responsible for its own transportation to and from the Venue.**
- **Please arrive on-time and no earlier than 5-10 minutes prior to your scheduled session start time.**
- Socks may be changed on-site but due to limitations in facilities, we ask that other clothing be already worn to the session.
- We ask that participants come prepared to immediately begin their sessions, having relieved themselves elsewhere prior to arriving at the venue, which only has one single-occupant restroom.
- There is limited storage space for belongings, and we ask that participants bring only what is required.
- Limited street parking should be available and paid public parking lots are also available within walking distance.

2. Session Content and Conduct

- The sessions will be composed of an approximately hour-long introduction to the Japanese tea ceremony, history, aesthetics, and walkthrough from instructors followed by an hour-long hands-on experience.
- **Prior to participation, each participant (student and chaperone) is required to sign and submit a separate waiver of liability form.** This form will be shared with the school's representative upon acceptance to participate.
- **Participants are expected to be on their best behavior for the duration of the lessons.**
- **Students will be asked to silence and put away cell phones and belongings ahead of time. Should special circumstances dictate a student need access to their cell phone, this may be discussed.**
- **Many of the instruments, displays, and even structures are very fragile.**
 - **Participants will handle all items with care, according to the instructions provided during the session.**
 - **Participants should not put weight or rest on any vertical surface, including walls, doors, and screens.**
- **Limited photography is allowed, as long as it does not interfere with the instructors and the lesson.**
 - **The Consulate will take photos throughout the program and provide photos afterwards.**
 - **Photos are not allowed in the tea room.**
 - Videography is not allowed.
- There is only room for 25 students in the tearoom. Staff/chaperones that do not fit in the tearoom may observe and participate from a special area directly adjacent to the tearoom.
- For some part of the lesson, participants may be asked to sit in *seiza*, which is a traditional Japanese kneeling posture where the buttocks rest directly on the feet.
 - This may be uncomfortable and painful for those unaccustomed to it.
 - When at rest, the students may sit in a respectful manner comfortable to them, but they are also requested to try *seiza* when being directly served tea.
 - We understand that certain conditions may exclude students from attempting this and request that all participants practice safety first.

3. Dress Code

In order to express this special occasion and the formal nature and setting of the tea ceremony, we request that all participants dress comfortably yet conservatively and adhere to the following dress code:

- **Tops:** Long-sleeved shirts with conservative necklines
- **Bottoms:** Comfortable, loose-fitting trousers or ankle-length skirts
- **Feet:** All Participants should bring a separate pair of clean white socks to change into for the session; shoes will be removed after entering the venue
- **Hair:** Should be kempt and tied neatly so that it does not obstruct vision or trail down when bowing

None of the following:

- shorts / short skirts
- tight jeans/pants that restrict mobility
- bare shoulders / tank tops
- hats (with the exception of religious headwear)
- revealing or constricting clothing
- extraneous jewelry (including necklaces and watches)
- perfume or cologne

Due to space restrictions, we kindly ask participants to limit the amount of personal items they bring with them to the venue.

Socks may be changed on-site but due to limitations in facilities, we ask that other clothing be already worn to the session.

4. Special Sensitivities and Dietary Restrictions

In order to create a welcoming environment for all participants, **instructors should notify Consulate liaison at least 2 weeks prior to session of any special situations, including but not limited to mobility and sensory restrictions, learning sensitivities, and any potential issues that may be relevant to the session.**

The hands-on segment of the lesson includes the consumption of Japanese green tea and sweets.

Instructors should notify Consulate liaison at least 2 weeks prior to session of any allergies, caffeine sensitivities, or dietary restrictions amongst the participants so that we may make sure everyone has a safe and enjoyable experience.

5. Waiver of Liability Forms

We require each participant (students, instructors, and chaperones) to complete and sign a waiver of liability form to be shared with instructor upon acceptance to the program.

Please bring the completed and signed waiver forms with you to your session. The form is necessary for participation in the program.