



Responsibilities of Sri Mandir Private pooja Coordinators
Guidelines to hosting a pooja utilizing the services offered at the Sri Mandir.

Namaste,

We are delighted that you are hosting a _____ pooja at the Sri Mandir or in your home. The Officers of the mandir, priests and trustees are available as resources to help and guide you. Here are some guidelines to assist you in making the event a grand success. May _____ pooja blessings be with you and guide you.

Pooja coordinators checklist

- Sign up for pooja /verify date of event with priests
- Note specific list of items required for pooja
- Order/buy items for pooja (local)
- Plan menu and prasad

Day of event

- Arrive at least 30 minutes prior to start of event (if pooja is at the temple)
- Have garlands and flowers ready
- Set up tables with plastic cloths if serving Prasad
- Arrange food, water, paper goods
- Use food serving gloves
- Proper utensils to be used – Prasad to be consumed outside or in the kitchen area (if pooja is at the temple)

End of the event

- Clean tables with wet cloth (if pooja is at the temple)
- Store tables in garage(if pooja is at the temple)
- Empty trash
- Make sure temple is clean
- Lock up all doors with priest

Contact information:

Pundit Rajagopalanji	760- 351-6100
Pundit Raviji	858-345-7665
Pundit Srikanthacharji	858-653-5854
Harini Narasimhan	858-349-5256
Deven Patel	858-487-8751
Mahendra Desai	858-695-1548

Enjoy this wonderful opportunity to benefit by the special prayer and serve God and the unity



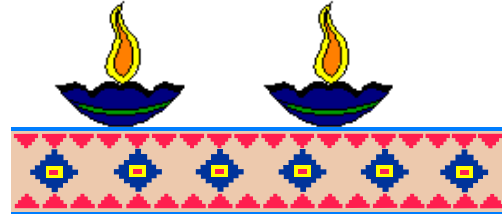


List of items required for any pooja (general list)

- Family diety photo
Turmeric powder Akshata- rice mixed with turmeric (add a drop of ghee)
Kumkum powder
Sandal powder Rangoli powder/rice flour powder
Kalasham(silver pot)
Cloth (blouse piece) for Kalasham

Place the following fruits/ items on a plate -

- Apples-2
Oranges-2
Bananas-4
Coconut-2
Grapes-1 bunch
Pears-2
Beetle leaves-4
Beetle nuts-4



- Flowers-1 bunch
Vase for flowers
Small loose flowers -20 or more
(Optional)Garland for photo
(Optional) Tulasi leaves

- Dry rice- 5 pounds
Dry fruits-1 packet
Dried raisins- 1 packet
Cashews/assorted nuts-1packet
Oil(for lamp)-1 small bottle
Oil lamps- 2
Plate for arathi
Camphor and plate for camphor arathi
Agarbathi- 1 packet
Bell (if available)

Cotton Wicks for lamps

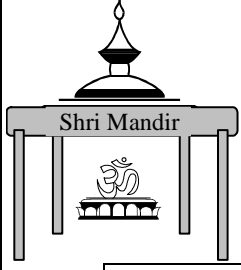
- (Optional) Navadhanyam- Nine grains placed in small bowls
(Optional) Nine colored cloths for the nine grains
(Optional) Block of jaggery

Make Panchanbrutam- Add 10 tablespoons milk, 1 tablespoon plain yogurt, 5 tablespoons sugar, 3 tablespoons honey, quarter tablespoon ghee(optional- 1 sliced banana)
Prasadam- Kheer

- Paper towel roll-2
Paper napkins-1 packet Paper cups/metal cups
Rug or sheet to sit
Plates-2
Small table to set up altar
Cloth for altar (table)

Please give the Mandir donation (check) per schedule below, to our panditji

★ Denotes items available if pooja is performed at mandir



DONATION SCHEDULE FOR POOJA SPONSORSHIP

NAME OF POOJA	TEMPLE	HOME
GANESHA ABHISHEKAM	\$51	N/A
VENKATESHWARA ABHISHEKAM	\$51	N/A
SHIVA ABHISHEKAM	\$51	N/A
MURUGAN ABHISHEKAM	\$51	N/A
AMBA POOJA	\$51	N/A
KALYANA UTSAVAM	\$51	N/A
NAVAGRAHA POOJA	\$51	\$151
SATHYANARAYANA POOJA	\$51	\$151
MURUGAN THIRUK KALYANAM	\$101	N/A
VENKATESHWARA KALAYANAUTSAVAM	\$101	N/A
ARCHANA	\$11	N/A
SHASTIPOORTHI (60 TH BIRTHDAY)	\$51	\$151
GRIHA PRAVESHAM	N/A	\$151
GANESHA POOJA	\$51	\$151
ANNA PRASHANAM	\$51	\$151
CHOULAM	\$51	N/A
HAVAN(HOMAM)	\$51	\$151
LAKSHMI POOJA	\$51	\$151
NAMAKARNAM	\$51	\$151
SEEMANTHAM	\$51	\$151
SHRADDHAM	\$51	\$151
UPANAYANAM	\$51	\$151
VAHAN (CAR) POOJA	\$11	N/A
WEDDING	\$201	\$251

