



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 _____ 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 Ganesha pooja

- Lord Ganesha photo and idol (if available) ★
- 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
- Milk- 1 quart
- Oil(for lamp)-1 small bottle
- Oil lamps- 2 ★
- Cotton Wicks for lamps ★
- Plate for arathi ★
- Camphor and plate for camphor arathi ★
- Agarbathi- 1 packet
- Bell (if available) ★
- (Optional) Navadhanyam- Nine grains placed in small bowls ★
- (Optional) Nine colored cloths for the nine ★
- (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- Modakam, Kolakattai, Kadabu

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

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

★ Denotes items available if pooja is performed at mandir

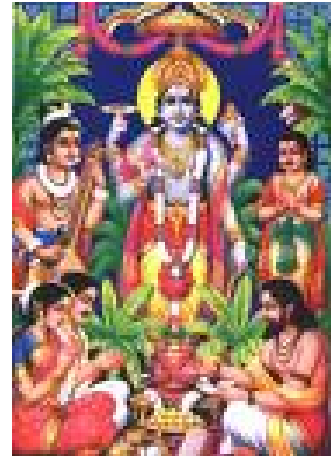


List of items required for Sathyanarayana pooja

- Lord Sathyanarayana 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
Milk-1 quart
Oil(for lamp)-1 small bottle
Oil lamps- 2 ★
Cotton Wicks for lamps ★
Plate for arathi ★
Camphor and plate for camphor arathi★
Agarbathi- 1 packet
Bell (if available) ★
(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- Rava Ksheera .**

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

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List of items required for Lakshmi pooja

- Shree Lakshmi photo and idol (if available) ★
- 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 ★
- Cotton Wicks for lamps ★
- Plate for arathi ★
- Camphor and plate for camphor arathi ★
- Agarbathi- 1 packet
- Bell (if available) ★



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

Prasadam- Rice dish, 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) ★
- Tamboolam(fruits and small gifts) for attending ladies
- Please give the Mandir donation (check) per schedule below, to our panditji

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List of items required for Homam(Havan) (ceremonial fire offering)



******* Please remember to disable smoke detector for duration of pooja*******

Photo of family deity/specific pooja ★

Turmeric powder ★

Kumkum powder ★

Sandal powder ★

Kalasham(silver pot) ★

Cloth (blouse piece) for Kalasham ★

Aluminum Foil trays- 2

Ghee- Large bottle

(Unwaxed)Wood chips -1 bag

Bricks- 4-6

Dry Sand – 1 small bag

Place the following fruits/items on a plate -

Apples-2

Oranges-2

Bananas-4

Coconut-2

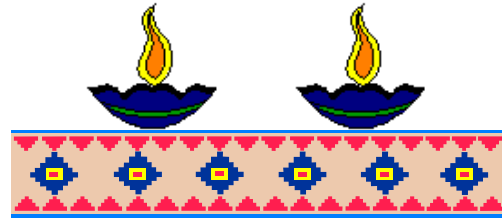
Grapes-1 bunch

Pears-2

Beetle leaves-4

Beetle nuts-4

Dry coconut- 4



Flowers-1 bunch

Vase for flowers ★

Small loose flowers -20 or more

(Optional)Garland for photo

(Optional) Tulasi leaves

Akshata- rice mixed with turmeric(add a drop of ghee) ★

Rangoli powder/rice flour powder★

Jaggery- 1 block

Jeera(cumin seeds)- 2 tablespoons

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 ★

Cotton Wicks for lamps★

Plate for arathi ★

Camphor and plate for camphor arathi ★

Agarbathi- 1 packet

Bell (if available) ★

(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- Rava Ksheera

Paper towel roll-2

Paper napkins-1 packet

Paper cups/metal cups

Plates-2

Rug or sheet to sit ★

Small table to set up altar ★

Cloth for altar (table) ★

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List of items required for vahana (car) pooja (only at temple)

Turmeric powder ★

Akshata- rice mixed with turmeric(add a drop of ghee) ★

Kumkum powder ★

Sandal powder ★

Place the following fruits /items on a plate -

Apples-2

Oranges-2

Beetle leaves-8

Beetle nuts-6-8

Limes (not lemons) - 4 small

Flowers-1 bunch

Prasad- Any sweet to be offered

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Vishnu Garuda-vahan.





List of items required for Choulam(Babys ceremonial hair offering)



- Photo of family deity ★
- Turmeric powder ★
- Akshata- rice mixed with turmeric(add a drop of oil) ★
- Kumkum powder ★
- Sandal powder ★



Place the following fruits/items on a plate -

- Apples-2
- Oranges-2
- Bananas-6
- 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 child
- Oil(for lamp)-1 small bottle
- Oil lamps- 2 ★
- Cotton Wicks for lamps ★

- Plate for collecting the ceremonial hair offering
- Clean scissors
- Plate for arathi ★
- Camphor and plate for camphor arathi ★
- Agarbathi- 1 packet
- Bell (if available) ★
- Prasad- Kheer

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List of items required for Kalvana Utsavam pooja(ceremonial marriage of deities)
Performed at temple only

- Turmeric powder ★**
- Kumkum powder ★**
- Akshata- rice mixed with turmeric(add a drop of ghee) ★**
- Sandal powder ★**
- Kalasham(silver pot) ★**
- Cloth (blouse piece) for Kalasham**
- Cloth for main idol (optional)**
- Cloth for small idols (optional)**
- Mangal Suthra for small idols- 2 (optional)**

Place the following fruits/items on a plate -

- Apples-2**
- Oranges-2**
- Bananas-6**
- 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) Garlands for small idols and for large idol**
- (Optional) Tulasi leaves**

- Rangoli powder/rice flour powder ★**
- Jeera- 2 tablespoons**
- Jaggery- 1 block**

- Dry rice- 5 pounds**
- Dry fruits-1 packet**
- Dried raisins- 1 packet**
- Cashews/assorted nuts -1packet**

- Oil (for lamp)-1 small bottle**
- Agarbathi- 1 packet**
- Make Panchanbrutam- Add 10 tablespoons milk, 1 tablespoon plain yogurt, 5 tablespoons sugar, 3 tablespoons honey, quarter tablespoon ghee(optional- 1 sliced banana)**

Prasadam- Rice dish, Kheer, Laddoos

Tamboolam(fruits and small gifts) for attending ladies

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★ Denotes items available if pooja is performed at mandir

**List of items required for Griha Pravesham (ceremonial house warming)********* Please remember to disable smoke detector for duration of pooja*******

Photo of family deity

Turmeric powder

Kumkum powder

Sandal powder

Kalasham(silver pot)

Cloth (blouse piece) for Kalasham

Akshata- rice mixed with turmeric (add a drop of ghee)

Rangoli powder/rice flour powder

Jeera(cumin seeds) – 2 tablespoons

Jaggery- 1 block

Place the following fruits/ items on a plate -

Apples-2

Oranges-2

Bananas-4

Coconut-2, Lemons -2

Grapes-1 bunch

Pears-2

Beetle leaves-4

Beetle nuts-4

Pancha rathna

Silver Naag -2

Vastu Murthy

Silver Tortoise

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

Bell (if available) ★

Plate for arathi

Camphor and plate for camphor arathi

Agarbathi- 1 packet

(Optional) Navadhanyam- Nine grains placed in small bowls

(Optional) Nine colored cloths for the nine grains

(Optional) Block of jaggery

Aluminum Foil trays- 2

Ghee- Large bottle

(Unwaxed)Wood chips -1 bag

Bricks- 4-6

Dry Sand – 1 small bag

Dry coconut- 4

Sugar- 1 packet

Kesari-

New pot to boil milk

Milk- 1 quart and 1 gallon

Cotton Wicks for lamps

**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

Rug or sheet to sit

Plates-2 +4

Small table to set up altar

Tamboolam(fruits and small gifts) for attending ladies

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Paper cups/metal cups

Cloth for altar(table)

★ Denotes items available if pooja is performed at mandir



**List of items required for Namakarnam(Naming ceremony) and Annaprasthanam
(first solid food) pooja for babies**

- 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 Aluminum foil tray filled with sand
Vase for flowers Small cup of rice flour
Small loose flowers -20 or more Yellow mustard seeds-small packet
(Optional)Garland for photo and child
(Optional) Tulasi leaves Yoghurt- 1 small
Dry rice- 5 pounds Honey- 4 tablespoons
Dry fruits- 1 packet Ghee- 1 bottle
Dried raisins- 1 packet Dry coconut- 2
Cashews/assorted nuts-1packet
Oil(for lamp)-1 small bottle
Oil lamps- 2 ★ Cotton Wicks for lamps ★
Plate for arathi ★
Camphor and plate for camphor arathi ★
Agarbathi- 1 packet
Bell (if available) ★
Cooked white rice and ghee /Kheer

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) ★

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★ Denotes items available if pooja is performed at mandir



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

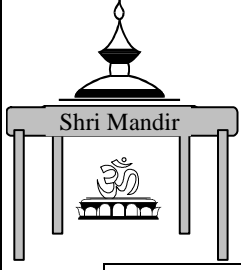
- (Optional) Navadhanyam- Nine grains placed in small bowls
(Optional) Nine colored cloths for the nine grains
(Optional) Block of jaggery

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

