



**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 Lakshmi 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 Lakshmi 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:**

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

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





### 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) ★

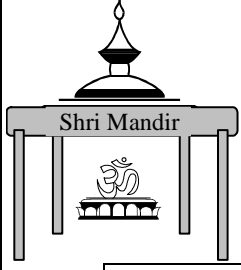
Make Panchanbrutam- Add 10 tablespoons milk, 1 tablespoon plain yogurt, 5 tablespoons sugar, 3 tablespoons honey, quarter tablespoon ghee( optional- 1 sliced banana)

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

★ 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 <sup>TH</sup> BIRTHDAY)	\$51	\$151
GRIHA PRAVESHAM	N/A	\$151
GANESHA POOJA	\$51	\$151
ANNA PRASHANAM	\$51	\$151
CHOULAM	\$51	N/A
HAVAN(HOMAM)	\$51	\$151
NAMAKARNAM	\$51	\$151
LAKSHMI POOJA	\$51	\$151
SEEMANTHAM	\$51	\$151
SHRADDHAM	\$51	\$151
UPANAYANAM	\$51	\$151
VAHAN (CAR) POOJA	\$11	N/A
WEDDING	\$201	\$251

