



**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 Kalyana Utsavam 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 Kalyana Utsavam 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 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**

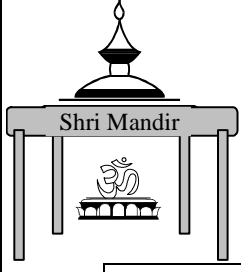
- Oil ( for lamp)-1 small bottle**
- Agarbathi- 1 packet**
- Make Panchanbrutam- Add 10 tablespoons milk, 1 tablespoon plain yogurt, 5 tablespoons sugar, 3 tablespoons honey, quarter tablespoon ghee( optional- 1 sliced banana)**

**Prasadam- Rice dish, Kheer, Laddoos**

**Tamboolam( fruits and small gifts ) for attending ladies**

**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
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

