



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 Griha Pravesham 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 Griha Pravesham 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 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

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

Paper cups/metal cups

Cloth for altar(table)

★ 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 |

