



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

Namaste,

We are delighted that you are hosting a Namakarnam pooja at the Shri 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 Namakarnam 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 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

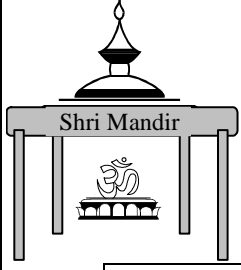
Make Panchanbrutam- Add 10 tablespoons milk, 1 tablespoon plain yogurt, 5 tablespoons sugar, 3 tablespoons honey, quarter tablespoon ghee(optional- 1 sliced banana)

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) ★

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

