

# May-25 RKBM Diksha Management

## Accounts VGKD

- Decide overall budget and allocate to sub headings Pandal, Decoration, Prasadam 2L to 2.5L
- One devotee should maintain Accounts, Keep advance cash ready for Misc expenses (Pujari etc)

## Anchor HGUNP

- Decide Anchor for the event, someone who can speak English and Hindi surely. Additionally if he can speak local language it is a bonus.

## Kirtan Team TEMPLE

- Decide this team and ensure good singers and instrument players are there.
- Clarify to them about instruments (Mridang, Harmonium, Kartal etc) and who will bring.
- Ask if any additional requirements.

## Pandal Setups Hg Subuddhi Raya P

- Stage setup
- LED location?

## Event Decoration Hg Ananga Vijaya P

- Decorate Main Altar, SP Altar, Vyasasana and Temple Hall.
- Put enough chairs in hall
- Decorate entrance doors with Bananas, Banana Plants and Mango leaves. Additional places can be decorated with these same items as per need.
- Temple entrance must be decorated nicely with Rangoli / flowers.

## Flowers Parmeshwari dd

- Garlands for Maharaj, Deities, SP, Photos on Stage etc. Hg Nityatrupta Mtj
- Garlands for Senior Vaishnavas.
- Garlands for Diksha candidates - Mogra Ladi

## Sound TEMPLE

- Good Sound system.
- 2 Wireless Mic.
- Stands for Kirtan team (for Mridanga etc).

## Light TEMPLE

- If the program is in the evening ensure whole area is light up nicely.
- Place a few lights on or near the stage so that the stage is well lit up.

## Backup Generator TEMPLE

- It is better to have a Backup Generator in case power goes down.
- if possible the Backup can connect to the Mains.

## Fire Extinguisher TEMPLE

- Must be placed at key points.

## Prasadam Cooking Hg Hemang Keshav P

- Decode count - for how many to cook.
- Decide separate menu for Diksha devotees and other devotees based upon budget.

## Prasadam Serving Hg Hemang Keshav P

- 300 Special Prasadam
- 700 Trimmed Special Prasadam
- Distribute Coupons from 8am till 2pm
- Coupons only to plan cooking at runtime
- Banana Leaves for 300 (give Drones for liquid). BCs should serve Diksha devotees. Banana leaves should be picked up by volunteers.

## Dvadashi Fast Breaking, Water, Juice Parmeshwari dd

Water bottles

Juice

### Plate Washing TEMPLE

- Garbage bags
- Waste collection
- Plate Washing

### Shoe Stand TEMPLE

A proper shoe stand to ensure people do not lose their foot wear is required. Generally thieves arrive when events like this happen and steal - it is a known issue. So the solution is to provide a good shoe stand with ENOUGH bags and tokens. If you are expecting 1000 people then be ready for at least 600 bags and tokens.

This is a heavy seva with lot of momentum - so volunteers who can stand the heat and crowd should be allocated. Five volunteers with One Team lead will be ideal. Remember that the stall must be open from start to finish - so allocate, relieve and rotate volunteers.

if it is going to be hot put a Pandal for the shoe stall. Provide a fan for the volunteers if possible.

### Donation Counter HGUNP

- Keep a table with Receipt books and QR codes for online payments.
- Keep a Notebook and Pen for tracking purposes.
- If devotee is giving Bhiksha Laxmi decide if you need to give a Receipt or not. If Diksha Guru wants Bhiksha Laxmi to be donated to a specific temple then don't give Receipt - just make a note.

### Wash Rooms TEMPLE

- Please ensure there are enough washrooms.
- Ensure the washrooms are thoroughly cleaned before hand. Broken taps if any should be fixed ahead of time.
- Put clear boards indicating way to washroom.

### Welcoming Devotees Hg Kadamba Krishna P

- Put table at entrance to welcome devotees.
- Chandan, Gulab Jal, Attar - ladies and gents separate.

#### Guru Arati before Diksha Hg Ananga Vijaya P

- If Maharaj has a desire to worship his Guru before Diksha begins then a photo of his Guru Maharaj along with Arati plate must be kept ready.

#### Social Media Hg Subuddhi Raya P

**Diksha is a rare event (does not happen frequently) and is a important milestone for devotees. So we need to keep the memories by taking photos and video (live streaming).**

- One Photographer will be required to TAKE PHOTOS of Maharaj giving beads to the DEVOTEE. This photo will be very important for the devotee. We will frame and give it later. So the Photographer needs to be super alert with full focus. Ask him to have full breakfast and come and tell him he will be standing for 4o to 6 hours - so come prepared physically. Decide ahead of time if you want to frame the photo horizontally or vertically and instruct the Photographer. He should come well prepared with his charger, lighting setups etc so that the photos come out nicely.
- We need to livestream the event to the temple YouTube channel, so a high quality camera is required.
  - Proper position for the Camera to cover the event
  - Table/Stand
  - Electricity Points (at times camera runs out of power - need to charge)
  - Audio inputs
  - POC (Point of Contact) for this Seva should allocate one devotee to keep checking if Streaming is coming correctly or not. One important program in one temple we lost the entire video because for some reason audio did not stream
  - YouTube channel login credentials

#### Yajna Hg Ananga Vijaya P

Samaan

Pujari

Kunda Setup

Bring extra fruits, flowers and decorate Kunda beautifully

- Request candidates to arrive in temple by 6am. Give Harinam Chadar etc for every devotee.
- ONE Assistant can sit down besides to give BEADS to Maharaj and ONE Assistant to give Name chit the devotee after Maharaj gives initiation
- One devotee near Kirtan Party who will repeat name loudly

### **BEFORE Coming to Maharaj**

In front of Senior Devotees (Decide 2 for Males and 2 for Females), Diksha candidate will tell:

1- HHBAVSM Pranati Mantra

2- Four Regulative Principles

3- I will chant 16 rounds daily, 25 on Ekadashi and Festival days and I will read Prabhupada books regularly.

### **IN FRONT OF Maharaj**

1- Do full Dandavats (Prs) and half (Mtjs) : Ensure your feet are not facing the Lord

2- Take beads from Maharaj and name chit

3- Go back to seat and on the way you can offer Full Dandavats again (in a designated place)

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