

May-25 UN Diksha Management

Budget

- Decide overall budget and allocate to sub headings Pandal, Decoration, Prasadam
- 2.5L

Anchor [Hg Akhil Guru P]

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

Kirtan Team [UN - Damodar P]

- 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 [Prakash Patil P]

- Decide if you need to put up a Pandal. If it is Summer and very hot and/or there is chance of Rain it is a good idea to put Pandal to provide a well covered place for devotees to sit and watch program or honor prasadam.
- Decide if we need Pandal for shoe stand in case of summer / rainy season.
- LED if required should be placed on a pandal so that visibility is better. Speaker should be connected for sound.

Event Decoration [HGSNCP]

- Kalewadi devotee [Hg Manya Nimai P] in charge.
- Decide if you need to put a Stage. Decide location. Take measurements and plan nicely. Ensure devotees DO NOT FACE THE DEITIES.
- 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 [HGSNCP]

- Garlands for Deities, SP, Photos on Stage etc.
- Garlands for Maharaj.
- Garlands for Senior Vaishnavas.
- Garlands for Diksha candidates. Jhandu typically has worms, consider some alternative like Mogra.

Sound [Hg Sandipani Mukund P]

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

Light [Hg Sandipani Mukund P]

- 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.
- Hanging garland lights on temple (Pitambar).
- LED in altar, SP, Stage in temple hall - SIX total in temple hall. Four in Prasadam hall. Two in hall below. Two in front of main gate.
- Two Halogen in Temple hall - focus on Stage.
- Setups will be ready by 20th Apr evening.

Rs.10,000

Backup Generator [Hg Sandipani Mukund P]

- It is better to have a Backup Generator in case power goes down.
- if possible the Backup can connect to the Mains.
- Only on 21st.

Rs.10,000

Fire Extinguisher

- Must be placed at key points.

Prasadam Cooking

- **We will cook for 500 devotees.**
- Menu
 - Jira Rice, Dal Tadka, Salad, Chapati, Mutter Paneer, Fruit Salad, Dry Aloo Sabji, Lemon Ginger Juice, Pakoda (Alook, Veg, Dodka)

Prasadam Serving

- No coupons
- **First batch for Diksha devotees - serving team vgkd**
- **Other devotees - serving team?**

Plate Washing [Hg Akhil Guru P]

- Garbage bags
- Waste collection
- Plate Washing

Shoe Stand [Shailesh Jadhav]

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.

Drinking Water / Juice Counter

- Not applicable

Donation Counter [VGKD]

- 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 [Hg Sandipani Mukund P]

- 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 [Kadam Mtj]

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

Guru Arati before Diksha [Bhushan 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 [Shruti M]

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 [Santosh Mukund P]

- Yajna Saman
- Yajna Kund Material
- Yajna Kund setup will be done on 21st night

Other

- Cooler for cold air for Maharaj
- Cooler for cold air for Devotees (Peak temp in May)

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