

MSF

Speaker, Topic	Hg Lilashravan Pr
Coordination with Kitchen	Hg Subuddhi Raya Pr
Prasadam Serving	Hg Ram Bhakti Pr
Prasadam line, ushering	Piyush Phadke Pr
Getting Count, Distributing and Collecting Coupons	Hg Vinay Nilambar Pr + Hg Dwarakavasini Rukmini Mtj
Hall Entry coupon checking	Hg Dinavatsal Pr
Cultural	Hg Tulasi Priya Mtj

Speaker

- We can decide the Speaker and Topic in consultation with Counselors and TMC.
- Introduce Speaker (in Hindi).
- Gift a gift or small Mahaprasadam packet to the Speaker after class.

Master of Ceremony (MC)

- ONE single person will be designated as the official host of the entire program.
- S/he will guide the full program to completion in time.

Entry Coupon Checking

- MSF is primarily for Congregation.
- Counselors will distribute coupons to their Couselees.
- Venue (temple hall e.g.) should be fully vacated by 10:45am.
- Entry only for those with coupons.
- Exceptions will be handled at run time by Hg Dinavatsal pr who will be present at the entry gate physically.

Coordination with Kitchen

- Hg Dayanidhi Krishna Pr is in charge.
- We need to decide and tell him menu a week before. Once menu is decided inform TMC and get approval.

- We need to give count at-least 2 days before.
- At run time if we think more people are going to come, we need to inform Kitchen so that they can plan something if possible.
- If Prasadam is left over we need to arrange to distribute to devotees in plastic bags etc.

Prasadam Serving

- We need to ask Hg Dayanidhi Krishna Pr how many serving volunteers are required.
- Hg Ajay Gopal Prs team does serving during Festivals - this is fixed.
- For MSF we can rotate amount Counselors.

Prasadam line, ushering

- Work with Kitchen to find out where lines should start.
- Ensure separate lines for prabhujis and matajis. Barricade if required. Inform MC about where line starts so that he can announce.
- Ushering to proper places (upstairs etc) so that devotees know clearly where they should go.

Getting Count, Distributing and Collecting Coupons

- Get count ONLINE by a cut-off day.
- Print that list and give to Sai Pr - he will distribute coupons.
- He will write Counselor name on coupons.
- We need to collect coupons at Prasadam serving counter and keep carefully and Reconcile.
- After event send data on Counselor group (vgkd took 100 coupons and 88 were used - example).

Cultural

- We want to make MSF interesting, so some kind of cultural event we can try to organize.
- Rs.10K per drama budget we have.

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