

Special Events Procedure:

The Event Coordinator is identified as a project manager for that special event. The Event Coordinator performs his/her task via the Puja and Prasad Committees. The Puja and Prasad Committees tasks are well defined and will enable smooth coordination. The special event BOD shall go with brainstorming with board and requires the board's unconditional support so that the event is being coordinated smoothly. The Special Event Board of Director has the ultimate authority on any changes to be made on the day of the event should things need a change. It is highly desirable that changes are made via team discussions.

The Event Coordinator shall not make any monetary commitments that have not been approved as part of the Budget. The Coordinator and Board of Director shall work initially to evaluate last year expense. A default budget of \$250 should be created for each special event, with the understanding that to make the event self-sustainable, funds will be raised by the event coordinator.

The Board of Director will review progress periodically and the Board can ask their query with the special event BOD to stay well informed. Special event BOD should answer any questions raised by board. The entire HTA Board is responsible for the success of the event, the Special Event Director is responsible for the coordination and ensuring things are in place and escalating to the Board if they are not.

All communication to the Event Coordinator must go through the Special Event Board of Director. The Event Coordinator is responsible for ensuring all Sponsorship money is collected before the event and deposited in the Hundi by the time the event is over. As much as possible, donations should be made directly to the HTA check/cash with whatever the way devotee feels comfortable. The Event Coordinator is also responsible for collecting all expense receipts. As a rule, all expenses and money collected need to be submitted into the Hundi and then the Treasurer shall reimburse according to the procedures. The Event Coordinator should keep a copy of all receipts.

The Board of Director shall schedule an initial meeting with the Event Coordinator and the Puja and Prasad Committee Chairpersons. Previous year's event schedule should be considered for continuity sake and opportunities for improvement identified. The Event coordinator will contact Puja Committee chair (Priest of the HTA Temple) to finalize the decision on the Puja services. The event coordinator needs to check with the priest of the temple for the specific direction and appropriate decorations around the altar or Mandap performed on the day of the event. This is in keeping with the rituals and requirements for the Puja.

The Event Coordinator works with the Puja and Prasad Committee to ensure the requirements for Prasad that day are defined. **Prasad on all Special Events will be served in boxes.** The Prasad needs to be in keeping with the rituals for that day and ensure it is practical to serve the Prasad in boxes.

There will not be any sub coordinators as it increases bureaucracy and complexity. Any cultural event and performances will need to meet the required standards. Cultural diversity should be encouraged and event entries taken on first come first serve basis.

In general, a vote of thanks in the end is initiated by the Event Coordinator. No specific names of volunteers will be announced as there is a strong probability that some names will get missed. There is no plaque, certificates or Dakshina provided unless approved by the Board. Respect should be given to special singers and guests by ensuring the schedule does not change dramatically to inconvenience them or shortening their time.

General Responsibilities for Special Events:

Puja Committee	<ul style="list-style-type: none"> • Puja schedule, rituals and decoration • Puja Hall cleanup and placing items back
Prasad Committee	Prasad preparation, distribution, cleanup before and after
Event Coordinator	<ul style="list-style-type: none"> • Responsible for overall coordination • Report all monies and expenses to Treasurer • Arrange Master of Ceremony • Prepare Event flier by working with Secretary
Board of Director	<ul style="list-style-type: none"> • Regular meetings for review • Liason to the Board
Secretary	Marketing of event, flier distribution
Board of Directors	Parking and Safety
Treasurer	Money collection and counting after the event

Typical Timelines

Activity	Owner	Timeframe
Review expectations, responsibilities with potential Coordinators	Director	2-3 months in advance
Special event BOD will choose the event coordinator after consultation with the Puja and Prasad Committee Chairpersons (with given inputs of Board members) and present it to the board (no approval required, Majority of opposition will be taken into consideration).	Director	2-3 months in advance
Kickoff meeting with Puja Chair, Prasad Chair, Event Coordinator	Director	2 months in advance
Present to Board – Budget: Goals & objectives How much Revenue How much income expenditure This will be identified on the basis of prior year experience (same event).	Director	2 months in advance

<p>Event coordinator should be able to meet the goals aligned with objectives within the flexibility and limits.</p>		
<p>Budget--A default budget of \$250 should be established for each special event. It is the understanding that all efforts will be made to make the events self-sustainable and it will be positively explained to the event coordinator and motivates them to raise the funds by special event BOD</p>	<p>Treasurer</p>	<p>Approval- 1.5 month in advance, check can be given to the event coordinator 2 weeks prior by treasurer</p>
<p>Send information to Communications for preparing draft flier</p>	<p>Coordinator</p>	<p>1.5 months in advance</p>
<p>Complete a notice board post(form) for Sponsorship and Prasad items; Puja Donations, volunteers and send to Communications for posting on Bulletin Board</p>	<p>Coordinator</p>	<p>1.5 months in advance</p>
<p>Post fliers at grocery stores and temple</p> <p>If Treasures/ joint treasurer/any board member has been contacted by devotee who are interested in sponsoring/donating and made the donation for the particular event, They need to inform the event coordinator that this much fund has been donated for the event.</p>	<p>Coordinator</p>	<p>1.5 months in advance</p>
<p>Progress review with event coordinator, Puja Chair and Prasad Chair.</p> <p>If the event coordinator is exceeding the goals, support the effort.</p> <p>If event coordinator is not being able to meet the goal, accommodate planned change and proceed as the situation demands.</p>	<p>Director</p>	<p>3 weeks before event</p>
<p>Update Board on progress via Board meeting updates/email. Contact Information: Any Board member having questions for the event coordinator, communicate with special event BOD First</p>	<p>Director</p>	<p>Prior board meeting</p>

Inform all volunteers on their responsibilities	Coordinator	A few days before the event
Write article on event and collect pictures and send to Communications (review article with Director prior to that)	Coordinator	By the 15 th of that month in time for the Valley India Times
Send thank you letter to Event Coordinator on Letterhead–	Director	2 days after the event
Provide key learning/difficulties/opportunities from event and share with special event BOD and SEBOD will share with board.	Coordinator	Next board meeting after the event
Collect all information on event preparation and include in folder for next year use	Director	2 weeks post event
Submit all expenses and money collected Event coordinator will keep track of incoming & outgoing raised funds and prepare a record/log for himself/herself.	Coordinator	Within 1 week of event closure