

S No	Task	Committee	Chair person	Date assigned	Expected completion date	Status	Remarks
		Sthapna Coordination committee	RA/KP				
1	Establish date for murti sthapna	Board				Complete	Needed to be approved by the BOD. Date established--10/19, 10/20, 10/21
2	Finalize priests for murti sthapna	Board				Complete	Needed to be approved by the BOD.
3	Formally invite pandits	AB/RA/JS				Complete	
3	Make travel arrangements for pandits	AB/SB				Complete	
4	Make living arrangements for pandits	AB/SB					
5	Get details from pandits on what needs to be purchased for sthapna	KP					
6	Discussions about sthapna ceremonies (detailed preparation) with pandits	KP/RA/UR					
7	Establish a schedule of activities for sthapna/sequence of sthapna	KP/RA/UR					
8	Finalize role of each invited pandit	KP/RA					
9	Finalize roles of local pandits in supporting role	UR/KP					
10	Sthapna co ordination (need one person for each murti)	UR/Madhu A/Sandhya Rao					Need a few more
11	Publish schedule for murti sthapna activities--for fliers, newspaper ads etc	KP/RA					
12							
13		Murti shipment cordination	RA				
14	Inspection of murtis/mandaps	AJ				Complete	
15	Placement of order for shipment of murtis/mandaps to Scottsdale	RA/AB					Budget approved 5/20/07
16	Co ordinate shipment of Bala Ji murti to Phoenix	AB/UR					
17	Co ordinate shipment of other material to Jaipur so it can ship in the same container	RA/AB					Dresses, ornaments, haven kunds, other misc items
18	Inspection of murtis in Phoenix	RA/AB/VN					
19	Storage of murtis / mandaps	RA/KP					
20	Finalize travel arrangements for installers including visa	VN/AB					
21	Finalize living arrangements for installers	AB/VN					
23	Ordering of dresses	RA/MA					Budget approved 5/20/07
24	Ordering of ornaments	RA/MA					Budget approved 5/20/07
	Relocation of existing alter	UR/KP					
	Installtion of drape in front of alter	KP					
	Ordering marble slab for alter	RA/KP					Budget approved 5/20/07
25	Installation of marble on the alter	RA/KP					
26	Installation of mandaps	RA/KP					
27	Installation of murtis	RA/KP					
28							
29		Food/Prasad committee	SB				One murti each
30	Food arrangements for pandits						
31	Menu for prasad for each day						
32	Menu for food to be served each day--two three times a day						

33	Decide where meals will be cooked					Catering by outside person???
34	Decide where prasad will be cooked					In temple only???
35	Decide where prasad will be served					
36	Storage of food prior to serving					Storage needs--Fridge etc
37	Storage of leftover food					
38	Served food or packaged					
39	Setting up of serving area					
40	Sponsors for each meal					
41	Provide estimates of groceries needed					
42	Procure groceries					
43	Order food from caterers					
44	Procure paper products					
45	Volunteers for each meal					
46	Preparation of food for priests					
47	Preparation of food for special guests					
48	List of tables/serving utensils needed					
49	Arrangement for cold drinking water					
50	Arrangement for other cold drinks					
	Arrangements/list of other snacks					
51	Trash bags/trash arrangement					
52	Fruits which kind/how much					
53	Offering to Gods					
54						
55		Pooja co ordination committee	UR/KK			
56						
57	Arrange flowers for puja					
58	Arrange garlands for puja					
59	Identify other stuff needed for puja					Make list identifying items needed and qty
59a	Arrange stuff for puja as per 59	MKPadhu A/Preeti P				
60	Fruits which kind/how much					
61	Copies of mantras to be chanted by pandits					
62	Copies of mantras to be chanted by devotees					
63	Offerings for gods					
64	Criteria for people sitting in the puja					
65	Anything to be given to devotees who have donated funds for murtis/mandaps					
66	Dakshina for pandits	KP/UR/AB				
67	Jyoti for aartis and arti related activities	Sandhya R/Madhu A				
68	Dushala for devotees					
69	Clothes for pandits					
70	Visarjan after puja					
71	Where to put prasad/flowers brought by devotees					
72	Leaves Mango tree					
73	Setting up of havan kundis					
74		Public relations committee	JS/AJ			
75						
76	Prepare invitations for sthapna					
77	Mail invitations to members					
78	Send invitations to all temples					

79	Set up meeting with all temple in Phoenix/Tucson and ask for volunteers						
	Decide on form of publicity						fliers, newspaper, radio etc
	Send info to all Indian papers						
	Send invitation to TV Asia/Zee TV						
	Send invitation to local TV stations						
	Web site announcements						
	Send E vites						
	Invite special guests-politicians						
	Invite special guests-counsellor/Ambassador						
	Invitations to sponsors						
	City permission						
	Design and printing of invitations						
	We site updates						
	Video photography						
	Still photography						
	Invite priests fro other temples						
	Send invitations to all associations						
		Decoration and cultural activities	Rashmi Kwatra/Preeti/Nutan				Need a borad member as chair person
	Decoration inside puja hall	Mamta A					
	Decoration outside	Mamta A					
	Lighting outside						
	Plan cultural programmes 3 days						
	Gate at main entrance	VN					
	Stage for cultural activities	VN					
	PA system/sound system	JS					
	Publish schedule of cultural activities						
		Souvenier Committee	JS				Budget of \$5,000 requested for invitations, fliers, advertisement and mailing. TV ads excluded from budget.
	Decide layout of souvenier						
	Set deadlines for final submittal						
	Set deadline for final version ready						
	Get multiple quotes for printing						
	Select printing house						
	Decide on content layout						
	Finalize size of souvenier						How many pages/what size
	Finalize advertisement rates/sizes						
	Contact advertisers						
	Collect advertisements						
	Prepare contents						
	Proof reading						At least 3 readers
	Set deadline for proof reading						
	Give clearance to printer for final printing						Final version must b eready 2 weeks prior to 10/19/07
	Pick up final copies						
	Set up distribution method						
	Sale of souveneirs-Decide price						
		Fund raising committee	AJ				
	Decide methods of raising funds						
	Plan fund raising events						
	First aarti						
	Helping set up mandaps						
	Helping set up murtis						
	Putting dress on each god						

