					Expected		
					completio		
S No	Task	Committee	Chair person	Date assigned	n date	Status	Remarks
		Sthapna Coordination	•				
		committee	RA/KP				
		Darad				0 1.	Needed to be approved by the BOD. Date
2	Establish date for murti sthapna Finalize priests for murti sthapna	Board Board				Complete Complete	established10/19, 10/20, 10/21 Needed to be approved by the BOD.
	Formally invite pandits	AB/RA/JS				Complete	Needed to be approved by the BOD.
	Torriany invite pariane	7.5,10 000				Complete	
3	Make travel arrangements for pandits	AB/SB				Complete	
						-	
	Make living arrangements for pandits	AB/SB					
	Get details from pandits on what needs to	145					
5	be purchased for sthapna	KP					
	Discussions about sthapna ceremonies						
6	(detailed preparation) with pandits	KP/RA/UR					
	Establish a schedule of activities for	,					
7	sthapna/sequence of sthapna	KP/RA/UR					
8	Finalize role of each invited pandit	KP/RA					
	Finalize roles of local pandits in supporting						
9	role	UR/KP					
40	Sthapna co ordination (need one person for	LID /Ma-allana A /Cara-allana Da-a					No ed a few man
10	each murti)	UR/Madhu A/Sandhya Rao					Need a few more
	Publish schedule for murti sthapna						
11	activitiesfor fliers, newspaper ads etc	KP/RA					
12	, , , , , , , , , , , , , , , , , , , ,						
13		Murti shipment cordination	RA				
	Inspection of murtis/mandaps	AJ				Complete	
	Placement of order for shipment of murtis/mandaps to Scottsdale	RA/AB					Budget approved 5/20/07
13	Co ordinate shipment of Bala Ji murti to	RAVAB	-				Budget approved 5/20/07
16	Phoenix	AB/UR					
			1				
	Co ordinate shipment of other material to						Dresses, ornaments, haven kunds, other misc
17	Jaipur so it can ship in the same container	RA/AB					items
	Inspection of murtis in Phoenix	RA/AB/VN					
	Storage of murtis / mandaps	RA/KP			-		
20	Finalize travel arrangements for installers including visa	VN/AB					
20	morading visa	VIVAD			+		
21	Finalize living arrangements for installers	AB/VN					
23	Ordering of dresses	RA/MA	1				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 DA/KD					D. J.
25	Ordering marble slab for alter	RA/KP RA/KP			-		Budget approved 5/20/07
	Installation of marble on the alter Installation of mandaps	RA/KP RA/KP	1		-		
27	Installation of murtis	RA/KP					
28		7. ••					
29		Food/Prasad committee	SB				One murti each
30	Food arrangements for pandits						
	Menu for prasad for each day						
	Menu for food to be served each daytwo						
32	three times a day		I	1	I		1

	T	1	1	T	I	ı	1
33	Decide where meals will be cooked						Catering by outside person???
	Decide where prasad will be cooked						In temple only???
35	Decide where prasad will be served						
36	Storage of food prior to serving						Storage needsFridge 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						
	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						
	Arrangement for other cold drinks						
30	Arrangements/list of other snacks						
51	Trash bags/trash arrangement						
	Fruits which kind/how much						
	Offering to Gods						
	Offering to Gods						
54		Dania an andination					
		Pooja co ordination	110/1/1/				
55		committee	UR/KK				
56							
	Arrange flowers for puja						
57 58	Arrange flowers for puja Arrange garlands for puja						
58	Arrange garlands for puja						Mala list identificant in an analysis and an analysis
58 59	Arrange garlands for puja Identify other stuff needed for puja						Make list identifying items needed and qty
58 59 59a	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59	MKPadhu A/Preeti P					Make list identifying items needed and qty
58 59 59a	Arrange garlands for puja Identify other stuff needed for puja	MKPadhu A/Preeti P					Make list identifying items needed and qty
58 59 59a 60	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much						Make list identifying items needed and qty
58 59 59a	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits						Make list identifying items needed and qty
58 59 59a 60 61	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by						Make list identifying items needed and qty
58 59 59a 60 61	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees						Make list identifying items needed and qty
58 59 59a 60 61 62 63	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods						Make list identifying items needed and qty
58 59 59a 60 61 62 63	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees						Make list identifying items needed and qty
58 59 59a 60 61 62 63	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja						Make list identifying items needed and qty
58 59 59a 60 61 62 63 64	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have						Make list identifying items needed and qty
58 59 59a 60 61 62 63 64	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps						Make list identifying items needed and qty
58 59 59a 60 61 62 63 64	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have						Make list identifying items needed and qty
58 59 59a 60 61 62 63 64 65 66	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps Dakshina for pandits	KP/UR/AB					Make list identifying items needed and qty
58 59 59a 60 61 62 63 64 65 66	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps Dakshina for pandits Jyoti for aartis and arti related activities						Make list identifying items needed and qty
58 59 59a 60 61 62 63 64 65 66 67	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps Dakshina for pandits Jyoti for aartis and arti related activities Dushala for devotees	KP/UR/AB					Make list identifying items needed and qty
58 59 59a 60 61 62 63 64 65 66 67 68	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps Dakshina for pandits Jyoti for aartis and arti related activities Dushala for devotees Clothes for pandits	KP/UR/AB					Make list identifying items needed and qty
58 59 59a 60 61 62 63 64 65 66 67 68	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps Dakshina for pandits Jyoti for aartis and arti related activities Dushala for devotees Clothes for pandits Visarjan after puja	KP/UR/AB					Make list identifying items needed and qty
58 59 59a 60 61 62 63 64 65 66 67 68 69 70	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps Dakshina for pandits Jyoti for aartis and arti related activities Dushala for devotees Clothes for pandits Visarjan after puja Where to put prasad/flowers brought by	KP/UR/AB					Make list identifying items needed and qty
58 59 59a 60 61 62 63 64 65 66 67 68 69 70	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps Dakshina for pandits Jyoti for aartis and arti related activities Dushala for devotees Clothes for pandits Where to put prasad/flowers brought by devotees	KP/UR/AB					Make list identifying items needed and qty
58 59 59a 60 61 62 63 64 65 66 67 68 69 70 71 72	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps Dakshina for pandits Jyoti for aartis and arti related activities Dushala for devotees Clothes for pandits Visarjan after puja Where to put prasad/flowers brought by devotees Leaves Mango tree	KP/UR/AB					Make list identifying items needed and qty
58 59 59a 60 61 62 63 64 65 66 67 68 69 70	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps Dakshina for pandits Jyoti for aartis and arti related activities Dushala for devotees Clothes for pandits Where to put prasad/flowers brought by devotees	KP/UR/AB					Make list identifying items needed and qty
58 59 59a 60 61 62 63 64 65 66 67 68 69 70 71 72 73	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps Dakshina for pandits Jyoti for aartis and arti related activities Dushala for devotees Clothes for pandits Visarjan after puja Where to put prasad/flowers brought by devotees Leaves Mango tree	KP/UR/AB Sandhya R/Madhu A	JS/AJ				Make list identifying items needed and qty
58 59 59a 60 61 62 63 64 65 66 67 68 69 70 71 72 73	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps Dakshina for pandits Jyoti for aartis and arti related activities Dushala for devotees Clothes for pandits Visarjan after puja Where to put prasad/flowers brought by devotees Leaves Mango tree	KP/UR/AB	JS/AJ				Make list identifying items needed and qty
58 59 59a 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps Dakshina for pandits Jyoti for aartis and arti related activities Dushala for devotees Clothes for pandits Visarjan after puja Where to put prasad/flowers brought by devotees Leaves Mango tree Setting up of havan kunds	KP/UR/AB Sandhya R/Madhu A	JS/AJ				Make list identifying items needed and qty
58 59 59a 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps Dakshina for pandits Jyoti for aartis and arti related activities Dushala for devotees Clothes for pandits Visarjan after puja Where to put prasad/flowers brought by devotees Leaves Mango tree Setting up of havan kunds Prepare invitations for sthapna	KP/UR/AB Sandhya R/Madhu A	JS/AJ				Make list identifying items needed and qty
58 59 59a 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77	Arrange garlands for puja Identify other stuff needed for puja Arange stuff for puja as per 59 Fruits which kind/how much Copies of mantras to be chanted by pandits Copies of mantras to be chanted by devotees Offerings for gods Criteria for people sitting in the puja Anything to be given to devotees who have donated funds for murtis/mandaps Dakshina for pandits Jyoti for aartis and arti related activities Dushala for devotees Clothes for pandits Visarjan after puja Where to put prasad/flowers brought by devotees Leaves Mango tree Setting up of havan kunds	KP/UR/AB Sandhya R/Madhu A	JS/AJ				Make list identifying items needed and qty

	Set up meeting with all temple in				
79	Phoenix/Tucson and ask for volunteers				
	Decide on form of publicity				fliers, newspaper, radio etc
	Send info to all Indian papers				ilicis, riewspaper, radio etc
-	Send into 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				
	vve site updates				
	Video photography				
	Still photography				
	Invite priests fro other temples				
	Send invitations to all associations				
	The second secon	<u> </u>			
		December and sulfame	Darah		
		Decoration and cultural	Rashmi		L
		activities	Kwatra/Preeti/Nutan		Need a borad member as chair person
	Decoration inside puja hall	Mamta A			
-	Decoration outside	Mamta A			
		Manita A			
	Lighting outside				
	Plan cultural programmes 3 days				
	Gate at main entrance	VN			
	Stage for cultural activities	VN			
	PA system/sound system	JS			
	17 (System (Sound System	30			
1					
	Publish schedule of cultural activities				
	Publish schedule of cultural activities				
	Publish schedule of cultural activities				Budget of \$5,000 requested for invitations, fliers,
	Publish schedule of cultural activities				Budget of \$5,000 requested for invitations, fliers, advertisement and mailing. TV ads excluded from
	Publish schedule of cultural activities	Sauvanair Committee	Ie.		advertisement and mailing. TV ads excluded from
		Souveneir Committee	Js		
	Decide layout of souveneir	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from
	Decide layout of souveneir Set deadlines for final submittal	Souveneir Committee	Js		advertisement and mailing. TV ads excluded from
	Decide layout of souveneir Set deadlines for final submittal Set deadline for final version ready	Souveneir Committee	Js		advertisement and mailing. TV ads excluded from
	Decide layout of souveneir Set deadlines for final submittal Set deadline for final version ready	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from
	Decide layout of souveneir Set deadlines for final submittal Set deadline for final version ready Get multiple quotes for printing	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from
	Decide layout of souveneir Set deadlines for final submittal Set deadline for final version ready Get multiple quotes for printing Select printing house	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from
	Decide layout of souveneir Set deadlines for final submittal Set deadline for final version ready Get multiple quotes for printing Select printing house Decide on content layout	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from budget.
	Decide layout of souveneir 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 souveneir	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from
	Decide layout of souveneir Set deadlines for final submittal Set deadline for final version ready Get multiple quotes for printing Select printing house Decide on content layout	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from budget.
	Decide layout of souveneir 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 souveneir	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from budget.
	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisers	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from budget.
	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisers Collect advertisements	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from budget.
	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisers Collect advertisements Prepare contents	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from budget. How many pages/what size
	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisers Collect advertisements Prepare contents Proof reading	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from budget.
	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisers Collect advertisements Prepare contents	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from budget. How many pages/what size
	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisers Collect advertisements Prepare contents Proof reading	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from budget. How many pages/what size At least 3 readers
	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisers Collect advertisements Prepare contents Proof reading Set deadline for proof reading	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from budget. How many pages/what size At least 3 readers Final version must b eready 2 weeks prior to
	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisers Collect advertisements Prepare contents Proof reading Set deadline for proof reading Give clearance to printer for final printing	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from budget. How many pages/what size At least 3 readers
	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisements Prepare contents Proof reading Set deadline for proof reading Give clearance to printer for final printing Pick up final copies	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from budget. How many pages/what size At least 3 readers Final version must b eready 2 weeks prior to
	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisers Collect advertisements Prepare contents Proof reading Set deadline for proof reading Give clearance to printer for final printing Pick up final copies Set up distribution method	Souveneir Committee	JS		advertisement and mailing. TV ads excluded from budget. How many pages/what size At least 3 readers Final version must b eready 2 weeks prior to
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	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisers Collect advertisements Prepare contents Proof reading Set deadline for proof reading Give clearance to printer for final printing Pick up final copies Set up distribution method				advertisement and mailing. TV ads excluded from budget. How many pages/what size At least 3 readers Final version must b eready 2 weeks prior to
	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisers Collect advertisements Prepare contents Proof reading Set deadline for proof reading Give clearance to printer for final printing Pick up final copies Set up distribution method	Souveneir Committee Fund raising committee	JS AJ		advertisement and mailing. TV ads excluded from budget. How many pages/what size At least 3 readers Final version must b eready 2 weeks prior to
	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisers Collect advertisements Prepare contents Proof reading Set deadline for proof reading Give clearance to printer for final printing Pick up final copies Set up distribution method Sale of souveneirs-Decide price				advertisement and mailing. TV ads excluded from budget. How many pages/what size At least 3 readers Final version must b eready 2 weeks prior to
	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisements Prepare contents Proof reading Set deadline for proof reading Give clearance to printer for final printing Pick up final copies Set up distribution method Sale of souveneirs-Decide price Decide methods of raising funds				advertisement and mailing. TV ads excluded from budget. How many pages/what size At least 3 readers Final version must b eready 2 weeks prior to
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	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisements Prepare contents Proof reading Set deadline for proof reading Give clearance to printer for final printing Pick up final copies Set up distribution method Sale of souveneirs-Decide price Decide methods of raising funds				advertisement and mailing. TV ads excluded from budget. How many pages/what size At least 3 readers Final version must b eready 2 weeks prior to
	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisements Prepare contents Prepare contents Proof reading Set deadline for proof reading Give clearance to printer for final printing Pick up final copies Set up distribution method Sale of souveneirs-Decide price Decide methods of raising funds Plan fund raising events First aarti				advertisement and mailing. TV ads excluded from budget. How many pages/what size At least 3 readers Final version must b eready 2 weeks prior to
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	Decide layout of souveneir 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 souveneir Finalize advertisement rates/sizes Contact advertisements Prepare contents Prepare contents Proof reading Set deadline for proof reading Give clearance to printer for final printing Pick up final copies Set up distribution method Sale of souveneirs-Decide price Decide methods of raising funds Plan fund raising events First aarti				advertisement and mailing. TV ads excluded from budget. How many pages/what size At least 3 readers Final version must b eready 2 weeks prior to

		I		
Dutting one obvingers item on each god				
Putting one shringaar item on each god				
Havan sponsor				
Sale of souveneirs				
Contacting businesses				
Contacting TV stations				
Contacing politicians				
Offering first bhog to each god				
Sale of pictures				
Sale of souvenier items				
Sale of `coins				
First darshan of bhagwan ji				
Display of sponsor banners in the temple				
premises				
Sale of uja items				
collection of donations				
collection of doriations				
		l		
	General logistics committee	Asha Thakur		
Parking area finalization				
Shuttle service from parking lots				
Security arrangements				
Announcements				
Lost and found	 			
Volunteers arrangements				
Tents in parking area				
Living arrangements for priests				
Pick up priests				
Drop off priests				
Shoe racks				
chairs and tables				
Cleaning before the puja-each day				
Cleaning after the puja-each day				
Garbage removal				
Coolers/fans in tents				
First aid				
Yard clean up				
Dainting incide/cutoide				
Painting inside/outside				
Information booth				
Information booth Doctors on call				
Information booth Doctors on call				
Information booth				
Information booth Doctors on call Sound system in tent Video in tent				
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution				
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs				
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie				
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets				
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie				
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets				
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets	General co ordination			
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets		RA/AB/VN/KP/KK		
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets	General co ordination committee	RA/AB/VN/KP/KK		
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets Accommodation for outide visitors		RA/AB/VN/KP/KK		
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Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets Accommodation for outide visitors Gebneral co ordination of events		RA/AB/VN/KP/KK		
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets Accommodation for outide visitors		RA/AB/VN/KP/KK		
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets Accommodation for outide visitors Gebneral co ordination of events Collecting info from all sub committees	committee	RA/AB/VN/KP/KK		
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets Accommodation for outide visitors Gebneral co ordination of events Collecting info from all sub committees	committee	RA/AB/VN/KP/KK		
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets Accommodation for outide visitors Gebneral co ordination of events	committee	RA/AB/VN/KP/KK		
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets Accommodation for outide visitors Gebneral co ordination of events Collecting info from all sub committees Collecting budgets from all sub committees	committee	RA/AB/VN/KP/KK		Needs to be approved by the BOD
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets Accommodation for outide visitors Gebneral co ordination of events Collecting info from all sub committees	committee	RA/AB/VN/KP/KK		Needs to be approved by the BOD
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Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets Accommodation for outide visitors Gebneral co ordination of events Collecting info from all sub committees Collecting budgets from all sub committees Submitting budget for approval by board Making payments to various vendors	committee	RA/AB/VN/KP/KK		Needs to be approved by the BOD
Information booth Doctors on call Sound system in tent Video in tent Food and prasad distribution Prepare signs Walkie talkie Portable toilets Accommodation for outide visitors Gebneral co ordination of events Collecting info from all sub committees Collecting budgets from all sub committees Submitting budget for approval by board	committee	RA/AB/VN/KP/KK		Needs to be approved by the BOD
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