# 7. Festivals in Temple

Purpose: This process is to give the experience of .....

	ACTIVITY GROUP		ACTIVITY
7.1	Maintenance department		
		7.1.1	Crowd control
7.2	Kitchen department		
		7.2.1	Festival day cooking and serving
7.3	Deity department		
		7.3.1	Abhishekam
		7.3.2	Bhoga offering on festival days
		7.3.3	Caranamrita transfer and distribution
7.4	Supporting services		
		7.4.1	Flower buying
		7.4.2	Sound system and Upanyas
		7.4.3	Kirtan schedule
		7.4.4	Capturing photos for dailydarshan.com
7.5	Festival day flow		
		7.5.1	Sri Krishna Janmastami
		7.5.2	Acharyas appearance/disappearance days
		7.5.3	Lord appearance days
		7.5.4	Sunday feast

#### RASCI Matrix at Activity Group Level

	Activity	Responsible	Accountable	Sponsor	Consult	Inform
7.1	Maintenance department	HOD	HOD		HOD	HOD
7.2	Kitchen department	HOD	HOD		HOD	HOD
7.3	Deity department	HOD	HOD		HOD	HOD
7.4	Festival day flow	COM	COM		COM	COM

### Activity Group 7.1 Maintenance department

Sr. No	Activity	Owner
7.1.1	Crowd control	Crowd control in- charge
	Crowd control:	

### Activity Group 7.2 Kitchen department

 Sr. No
 Activity
 Owner

 7.2.1
 Festival day cooking and serving
 Kitchen In-charge

 Festival day cooking and serving:
 Festival day cooking and serving:

# Activity Group 7.3 Deity department

Sr. No	Activity	Owner
7.3.1	Abhishekam	Kitchen In-charge
	Abhishekam: This process is to make sure that consistency in abhishekam is maintained throughout all the festivals. This includes colourful juices and traditional abhishekam paraphernalia.	

		<u>By When</u>	<u>By Who</u>
7.3.1	Abhishekam	Decided by COM	<u>Head Pujari</u>
7.3.1.1	Preparation of Abhishek juices	<u>Head Pujari</u>	<u>Abhishek</u> juice incharge

7.3.1.1.1       One day before, go to Vashi fruit market do% of expenditure can be saved.       One day before abhishekam juice incharge       Abhishek juice incharge         7.3.1.1.2       Keep fruits in refrigerator in kitchen       One day before abhishekam juice       Abhishek juice         7.3.1.1.3       Buy milk, curd , coconuts (more than 20) and store in refridgerator       One day before abhishekam       Abhishek luice         7.3.1.1.4       If abhishekam is at 6PM, juice       To be decided by COM       Abhishek luice         7.3.1.1.5       Wash all fruits thoroughly, if it is grapes, wash with warm water (to remove any chemical sprays)       Early morning 5.15Am or 8.30       Abhishek luice         7.3.1.1.6       Cut all the fruits into pieces one after another and put them as soon as possible into refrigerator       Abhishek luice         7.3.1.1.8       Keep juices in buckets and keep in refridgerator       Abhishek luice         7.3.1.1.9       Kadi chakkar preparation should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices.       Early morning to Abhishek luice         7.3.1.1.1       Alk ichekam refridgerator       Early morning to Abhishek luice       Abhishek luice         7.3.1.1.1       Kadi chakkar preparation should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices.       Early morning to Abhishek luice       Abhishek luice         7.3.1.1.1       Qua				
40% of expenditure can be saved.     Incharge       7.3.1.1.2     Keep fruits in refrigerator in kitchen     One day before abhishekam     Abhishek luice incharge       7.3.1.1.3     Buy milk,curd , coconuts (more than 20) and store in refridgerator     One day before abhishekam     Abhishek luice       7.3.1.1.4     If abhishekam is at 6PM, juice preparation starts at 8.30 AM, if abhishekam is at 11AM, juice preparation starts at 5.15AM     To be decided by COM     Abhishek luice       7.3.1.1.5     Wash all fituits thoroughly, if it is grapes, wash with warm water (to remove any chemical sprays)     Early morning 5.15Am or 8.30     Abhishek luice       7.3.1.1.6     Cut all the fruits into pieces one after another and put them as soon as possible into refrigerator     Abhishek luice     Incharge       7.3.1.1.7     Then make pulp, then pulverize to get juice.     Abhishek luice     Abhishek luice     Incharge       7.3.1.1.9     Kadi chakkar preparation: Use for 4 bquantities of sugar, one quantity of water . The preparation: Should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices should be sent to abhishekam arena 2 hours before     2 hours before luice incharge     Abhishek luice incharge       7.3.1.1.10     Mikt(raw milk not bolied), curd and sugar candy, 10 litres or 30 minutes abhishekam: 40 thore yuices should be sent to a hour before     2 hours before luice incharge     Abhishek luice incharge       7.3.1.1.13     Quantities for 30 minutes abhishekam: 25 litres milk, 40 litres curd, 20 kg sugar candy	7.3.1.1.1	One day before, go to Vashi fruit market	One day before	<u>Abhishek</u>
7.3.1.1.2       Keep fruits in refrigerator in kitchen       One day before abhishekam incharge incharge       Abhishek incharge incharge incharge         7.3.1.1.3       Buy milk, curd , coconuts (more than 20) and store in refridgerator       One day before abhishekam is at 6PM, juice preparation starts at 6.30 AM, if abhishekam is at 6PM, juice preparation starts at 5.15AM       To be decided by COM       Abhishek in its at 11AM, juice preparation starts at 5.15AM         7.3.1.1.5       Wash all fruits intoroughly, if it is grapes, wash with warm water (to remove any chemical sprays)       Early morning 5.15Am or 8.30       Abhishek in its is prays.         7.3.1.1.6       Cut all the fruits into pieces one after another and put them as soon as possible into refrigerator       Abhishek in luice incharge         7.3.1.1.8       Kadi chakkar preparation: Use for 4 by antities of sugar, one quantity of water . The preparation should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices.       2 hours before abhishekam incharge i		to buy fruits. By buying in this market	abhishekam	<u>juice</u>
abisthekam     incernition       7.3.1.1.3     Buy milk,curd, coconuts (more than 20) and store in refridgerator     One day before abhisthekam     Abhisthek incharge       7.3.1.1.4     If abhisthekam is at 6PM, juice preparation starts at 8.30 AM, if abhisthekam is at 11AM, juice preparation starts at 5.15AM     To be decided by Lince incharge     Abhisthek incharge       7.3.1.1.5     Wash all fruits thoroughly, if it is grapes, wash with warm water (to remove any chemical sprays)     Early morning 5.15Am or 8.30     Abhisthek incharge       7.3.1.1.6     Cut all the fruits into pieces one after another and put them as soon as possible into refrigerator     Abhisthek incharge       7.3.1.1.7     Then make pulp, then pulverize to get juice.     Abhisthek incharge       7.3.1.1.8     Keep juices in buckets and keep in refridgerator     Early morning thisthek incharge       7.3.1.1.9     Kadi chakkar preparation: Use for 4 bugar candy juices water. The preparation should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices abhishekam arena 2 hours before     2 hours before abhishekam       7.3.1.1.10     Milk(raw milk not boiled), curd and sugar candy juice should be sent to abhishekam it to boiled), curd and sugar candy juice solut be sent to abhishekam     2 hours before abhishekam       7.3.1.1.12     Quantities for 1 hour abhishekam: 40 litres first juices if 20 ononuts abhishekam: 25 litres milk, 26 litres curd, 12 kg sugar candy, 10 litres of honey, 15 litres of ruice and 20 coconuts (Remove water and pour them in buckets)     Decided by COM Head Pujari		40% of expenditure can be saved.		incharge
7.3.1.1.3     Buy milk, curd , coconuts (more than 20) and store in refridgerator     One day before abhishekam     incharge       7.3.1.1.4     If abhishekam is at 6PM, juice preparation starts at 8.30 AM, if abhishekam is at 11AM, juice preparation starts at 5.15AM     To be decided by COM     Abhishek juice incharge       7.3.1.1.5     Wash all fruits thoroughly, if it is grapes, wash with warm water (to remove any chemical sprays)     Early morning 5.15Am or 8.30     Abhishek juice incharge       7.3.1.1.6     Cut all the fruits into pieces one after another and put them as soon as possible into refrigerator     Early morning 5.15Am or 8.30     Abhishek juice       7.3.1.1.7     Then make pulp, then pulverize to get juice.     Incharge     Abhishek luice       7.3.1.1.8     Keep juices in buckets and keep in refridgerator     Early morning to luice     Abhishek luice       7.3.1.1.9     Kadi chakkar preparation: Use for 4 bquantities of sugar, one quantity of water. The preparation should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices.     2 hours before       7.3.1.1.10     Milk(raw milk not boiled), curd and sugar candy juices should be sent to abhishekam arena 2 hours before     Abhishek luice       7.3.1.1.12     Quantities for 1 hour abhishekam: 40 litres milk, 40 litres thoney, 15 litres ord, 12 kg sugar candy, 10 litres of houry, 15 litres of radhishekam.     For festivals like Sri Ramanavanti, Radhastami and Gourgoonima izvanti, Nityaande Trayodasi etc.       7.3.1.2.1     Abhishekam     Dacided by COM <td>7.3.1.1.2</td> <td>Keep fruits in refrigerator in kitchen</td> <td>One day before</td> <td>Abhishek</td>	7.3.1.1.2	Keep fruits in refrigerator in kitchen	One day before	Abhishek
7.3.1.1.3       Buy milk curd, coconuts (more than 20) and store in refridgerator       One day before abhishekam       Abhishekam         7.3.1.1.4       If abhishekam is at 6PM, juice preparation starts at 8.30 AM, if abhishekam is at 11AM, juice preparation starts at 5.15AM       To be decided by Divishek Juice incharge       To be decided by Divishek Juice incharge         7.3.1.1.5       Wash all fruits thoroughly, if it is grapes, wash with warm water (to remove any chemical sprays)       Early morning 5.15Am or 8.30       Juice incharge         7.3.1.1.6       Cut all the fruits into pieces one after another and put them as soon as possible into refrigerator       Adhishek       Juice incharge         7.3.1.1.7       Then make pulp, then pulverize to get juice.       Abhishek       Juice incharge         7.3.1.1.8       Keep juices in buckets and keep in refridgerator       Abhishek       Juice incharge         7.3.1.1.9       Kadi chakkar preparation: Use for 4 bquantities of sugar, one quantity of water. The preparation should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices.       Abhishek juice incharge         7.3.1.1.10       Milk(raw milk not boiled), curd and sugar candy juices should be sent to abhishekam area 2 hours before abhishekam it Abhishek juice incharge incharge incharge       Abhishek juice incharge         7.3.1.1.12       Quantities for 1 hour abhishekam: 40 litres for 1 hour abhishekam: 25 litres curd, 12 kg sugar candy juice, 20 litres honey, 15 kig ghee, 24 litres Marasimi and juice incharge			abhishekam	juice
and store in refridgerator     abbishekam     Lice incharge       7.3.1.1.4     If abhishekam is at 6PM, juice preparation starts at 8.30 AM, if abhishekam is at 11AM, juice preparation starts at 5.15AM     To be decided by COM     Abbishek juice incharge       7.3.1.1.5     Wash all fruits thoroughly, if it is grapes, wash with warm water (to remove any chemical sprays)     Early morning 5.15Am or 8.30     Abbishek juice       7.3.1.1.6     Cut all the fruits into pieces one after another and put them as soon as possible into refrigerator     Abbishek juice     Abbishek juice       7.3.1.1.7     Then make pulp, then pulverize to get juice.     Incharge     Abbishek juice       7.3.1.1.8     Keep juices in buckets and keep in refridgerator     Early morning to luice     Juice incharge       7.3.1.1.9     Kadi chakkar preparation: Use for 4 bquantities of sugar, one quantity of water. The preparation should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices.     Early morning to luice     Juice incharge       7.3.1.1.10     Milk(raw milk not boiled), curd and sugar candy juices should be sent to abhishekam arena 2 hours before     Abhishek luice       7.3.1.1.12     Quanties for 1 hour abhishekam: 40 litres of fruit juices and 20 coconuts (remove water and keep in buckets)     For festivals like Sri Ramanavami, Radhastami and gurgoronima festivals     Abhishek luice incharge       7.3.1.2.1     Abhishekam.     Decided by COM     Head Pujari       7.3.1.2.1     Abhishekam. <td></td> <td></td> <td></td> <td>incharge</td>				incharge
and store in refridgerator     abhishekam     juice incharge       7.3.1.1.4     If abhishekam is at 6PM, juice preparation starts at 8.30 AM, if abhishekam is at 1AM, juice preparation starts at 5.15AM     To be decided by 2CM     Abhishek juice incharge       7.3.1.1.5     Wash all fruits thoroughly, if it is grapes, wash with warm water (to remove any chemical sprays)     Early moming 3.15Am or 8.30     Abhishek juice incharge       7.3.1.1.6     Cut all the fruits into pieces one after another and put them as soon as possible into refrigerator     Abhishek juice incharge       7.3.1.1.8     Keep juices in buckets and keep in refridgerator     Early moming to juice     Abhishek juice incharge       7.3.1.1.9     Kadi chakkar preparation: Use for 4 bquantities of sugar, one quantity of water . The preparation should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices.     Early moming to juice incharge       7.3.1.1.10     Milk(raw milk not boiled), curd and sugar candy juice should be sent to abhishekam arena 2 hours before     Abhishek juice incharge       7.3.1.1.12     Quanties for 1 hour abhishekam: 40 litres water and keep in buckets)     Half an hour before abhishekam     Abhishek juice incharge       7.3.1.1.13     Quanties for 1 hour abhishekam: 40 litres milk, 40 litres torud, 20 kg sugar candy juice, 20 litres on y, 15 kg ghee, 24 litres of fruit juices and 20 coconuts (remove water and keep in buckets)     For festivals like Sri Ramanavanii, Radhastami and Guange       7.3.1.2.1     Abhishekam.     Decided by COM	7.3.1.1.3	Buy milk,curd , coconuts (more than 20)	One day before	<u>Abhishek</u>
7.3.1.1.4       If abhishekam is at 6PM, juice preparation starts at 8.30 AM, if abhishekam is at 11AM, juice preparation starts at 5.15AM       To be decided by COM       Abhishek is at 11AM, juice preparation starts at 5.15AM         7.3.1.1.5       Wash all fruits thoroughly, if it is grapes, wash with warm water (to remove any chemical sprays)       Early moming 5.15Am or 8.30       Abhishek juice incharge         7.3.1.1.6       Cut all the fruits into pieces one after another and put them as soon as possible into refrigerator       Abhishek juice incharge         7.3.1.1.7       Then make pulp, then pulverize to get juice.       Abhishek juice incharge         7.3.1.1.8       Keep juices in buckets and keep in refridgerator       Abhishek juice incharge         7.3.1.1.9       Kadi chakkar preparation: Use for 4 bquantities of sugar, one quantity of sugar candy juices should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices should be sent to abhishekam arena 2 hours before       Abhishek juice incharge         7.3.1.1.10       Mik(raw milk not boiled), curd and sugar candy juice, 20 litres honey, 1 kg ghee, 24 litres of fruit juices and 20 occonuts (remove water and keep in buckets)       For fammastami, dbhishek juice incharge incharge         7.3.1.1.13       Quantities for 30 minutes abhishekam: 40 litres grammastami, Z5 litres of honey, 15 litres of fruit juices and 20 occonuts (remove water and keep in buckets)       For festivals like Sike Abhishek juice incharge inc			abhishekam	juice
7.3.1.1.4       If abhishekam is at 6PM, juice preparation starts at 8.30 AM, if abhishekam is at 11AM, juice preparation starts at 5.15AM       To be decided by COM       Abhishek is at 11AM, juice preparation starts at 5.15AM         7.3.1.1.5       Wash all fruits thoroughly, if it is grapes, wash with warm water (to remove any chemical sprays)       Early moming 5.15Am or 8.30       Abhishek juice incharge         7.3.1.1.6       Cut all the fruits into pieces one after another and put them as soon as possible into refrigerator       Abhishek juice incharge         7.3.1.1.7       Then make pulp, then pulverize to get juice.       Abhishek juice incharge         7.3.1.1.8       Keep juices in buckets and keep in refridgerator       Abhishek juice incharge         7.3.1.1.9       Kadi chakkar preparation: Use for 4 bquantities of sugar, one quantity of sugar candy juices should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices should be sent to abhishekam arena 2 hours before       Abhishek juice incharge         7.3.1.1.10       Mik(raw milk not boiled), curd and sugar candy juice, 20 litres honey, 1 kg ghee, 24 litres of fruit juices and 20 occonuts (remove water and keep in buckets)       For fammastami, dbhishek juice incharge incharge         7.3.1.1.13       Quantities for 30 minutes abhishekam: 40 litres grammastami, Z5 litres of honey, 15 litres of fruit juices and 20 occonuts (remove water and keep in buckets)       For festivals like Sike Abhishek juice incharge inc				incharge
preparation starts at 8.30 AM, if abhishekam is at 11AM, juice preparation starts at 5.15AMCOMjuice incharge7.3.1.1.5Wash all fruits thoroughly, if it is grapes, wash with warm water (to remove any chemical sprays)Early morning 5.15Am or 8.30Abhishek juice incharge7.3.1.1.6Cut all the fruits into pieces one after another and put them as soon as possible into refrigeratorAbhishek juiceAbhishek juice7.3.1.1.7Then make pulp, then pulverize to get juice.Abhishek juiceAbhishek juice7.3.1.1.8Keep juices in buckets and keep in refridgeratorEarly morning to by apantities of sugar, one quantity of water. The preparation should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices.Early morning to be done.7.3.1.1.10Milk(raw milk not boiled), curd and sugar candy juice should be sent to abhishekam arena 2 hours before2 hours before abhishekam juice7.3.1.1.12Quantities for 1 hour abhishekam: 40 litres an hour beforeHalf an hour before abhishekam juice7.3.1.1.13Quantities for 30 minutes abhishekam: 25 litres milk, 26 litres curd, 20 kg sugar candy, 10 litres of houe, 15 litres of fruit juices, 15 coconuts (remove water and keep in buckets)For festivals like Stri Ramanavami, Juice lice abhishekam7.3.1.2.1Assembled devotees to perform kirtan (Hare Krishna Mantra) throughout abhishekam.During abhishekam7.3.1.2.1Abhishekam.7.3.1.2.2In Deity Room (behind closed curtain) – Deities are dressed in gamchas (Bathing <br< td=""><td>7.3.1.1.4</td><td>If abhishekam is at 6PM, juice</td><td>To be decided by</td><td>Abhishek</td></br<>	7.3.1.1.4	If abhishekam is at 6PM, juice	To be decided by	Abhishek
starts at 5.15AM       Early moriting         7.3.1.1.5       Wash with warm water (to remove any chemical sprays)       Early moriting       Abhishek luice incharge         7.3.1.1.6       Cut all the fruits into pieces one after another and put them as soon as possible into refrigerator       Abhishek       Incharge         7.3.1.1.7       Then make pulp, then pulverize to get juice.       Incharge       Incharge       Incharge         7.3.1.1.8       Keep juices in buckets and keep in refridgerator       Early morning to busineke luice incharge       Incharge         7.3.1.1.9       Kadi chakkar preparation: Use for 4 bquantities of sugar, one quantity of water . The preparation should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices.       Early morning to businekem incharge       Abhishek juice         7.3.1.1.10       Milk(raw milk not boiled), curd and sugar candy juice should be sent to abhishekam erne a 2 hours before       Abhishek       Incharge         7.3.1.1.11       Quanties for 1 hour abhishekam: 40 litres milk, 40 litres of now, 1 kg ghee, 24 litres of fruit juices and 20 cocnuuts (remove water and keep in buckets)       For festivals like Stirkals       Abhishek juice incharge         7.3.1.1.13       Quantities of now, 1 kg ghee, 24 litres of fruit juices of now, 1 kg ghee, 24 litres (Chautwasi, Estivals)       For festivals like Stirkals       Abhishek juice incharge         7.3.1.1.13       Quantities of now, 1 kg ghee, 24 litres (Chautwasi,		preparation starts at 8.30 AM, if		juice
7.3.1.1.5       Wash all fruits thoroughly, if it is grapes, wash with warm water (to remove any chemical sprays)       Early morning 5.15Am or 8.30       Abhishek luice         7.3.1.1.6       Cut all the fruits into pieces one after another and put them as soon as possible into refrigerator       Abhishek luice       Incharge         7.3.1.1.7       Then make pulp, then pulverize to get juice.       Abhishek luice       Abhishek luice         7.3.1.1.8       Keep juices in buckets and keep in refridgerator       Abhishek luice       Abhishek luice         7.3.1.1.9       Kadi chakkar preparation: Use for 4 boguntities of sugar, one quantity of water . The preparation should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices should be sent to abhishekam arena 2 hours before       Early morning to luice incharge         7.3.1.1.10       Milk(raw milk not boiled), curd and sugar an hour before       Abhishek luice incharge         7.3.1.1.12       Quantities for 1 hour abhishekam: 40 litres milk, 40 litres or of 30 minutes abhishekam: 20 litres or doney, 1 kg ghee, 24 litres drag abhishekam in buckets)       Eor Jamastami, Abhishek luice incharge incharge         7.3.1.1.13       Quantities for 30 minutes abhishekam: 25 litres of num, 1 luices of num luices of sugar candy, 10 litres of honey, 15 litres of fruit juices, 15 coconuts (Remove water and pour them in buckets)       Eor festivals like like like like like like like like		abhishekam is at 11AM, juice preparation		incharge
wash with warm water (to remove any chemical sprays)     5.15Åm or 8.30 AM     juice incharge       7.3.1.1.6     Cut all the fruits into pieces one after another and put them as soon as possible into refrigerator     Abhishek juice       7.3.1.1.7     Then make pulp, then pulverize to get juice.     Abhishek juice       7.3.1.1.8     Keep juices in buckets and keep in refridgerator     Abhishek juice       7.3.1.1.9     Kadi chakkar preparation: Use for 4 bquantities of sugar, one quantity of water. The preparation should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices.     Early morning to be done.     Abhishek juice incharge       7.3.1.10     Milk(raw milk not bolied), curd and sugar candy juice should be sent to abhishekam arena 2 hours before     2 hours before abhishekam     Abhishek juice       7.3.1.11     All other juices should be sent sent half an hour before     Half an hour before     Abhishek juice       7.3.1.1.12     Quanties for 1 hour abhishekam: 40 litres of fruit juices and 20 coconuts (remove water and keep in buckets)     For fastivals like Sri Ramanavami, Radhastami and Gourpoornima fastivals     Abhishek juice       7.3.1.2.1     Abhishekam     Decided by COM     Head Pujari       7.3.1.2.1     Absenbled devotees to perform kirtan (Hare Krishna Mantra) throughout abhishekam.     During abhishekam     Head Pujari       7.3.1.2.2     In Deity Room (behind closed curtain) – Deities are dressed in gamchas (Bathing dress)     During     Head Pujari <td></td> <td>starts at 5.15AM</td> <td></td> <td>_</td>		starts at 5.15AM		_
AMincharge7.3.1.1.6Cut all the fruits into pieces one after another and put them as soon as possible into refrigeratorAbhishek Abhishek7.3.1.1.7Then make pulp, then pulverize to get juice.Abhishek incharge7.3.1.1.8Keep juices in buckets and keep in refridgeratorAbhishek incharge7.3.1.9Kadi chakkar preparation: Use for 4 bquantities of sugar, one quantity of water . The preparation should be as viscous as honey. In this juice we can add many colours to get varieties of sugar candy juices.Early morning to be done.7.3.1.10Milk(raw milk not boiled), curd and sugar candy juice should be sent to abhishekam arena 2 hours before2 hours before abhishekam incharge7.3.1.11All other juices should be sent sent half an hour beforeHalf an hour abhishekam incharge7.3.1.112Quanties for 1 hour abhishekam: 40 litres of fruit juices and 2 cocorust (remove water and keep in buckets)For festivals like Sir Amanavami, Marasimha Gourpoornima festivals7.3.1.13Quantities for 30 minutes abhishekam: candy, 10 litres of nove, 15 litres of fruit juices, 15 coconuts (Remove water and pour them in buckets)For festivals like Sir Amanavami, Marasimha Zintraasim7.3.1.2.1Abhishekam Assembled devotees to perform kirtan (Hare Krishna Mantra) throughout abhishekam.Decided by COM Head Pujari7.3.1.2.2In Deity Room (behind closed curtain) – Deities are dressed in gamchas (Bathing dress)During abhishekam7.3.1.2.3Ring bell and open curtain, escort TheDuringHead Pujari <td>7.3.1.1.5</td> <td>Wash all fruits thoroughly, if it is grapes,</td> <td>Early morning</td> <td><u>Abhishek</u></td>	7.3.1.1.5	Wash all fruits thoroughly, if it is grapes,	Early morning	<u>Abhishek</u>
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	7.3.1.2.3			Head Pujari
Lord to the snana vedi; ringing bell, offer:   <u>abhishekam</u>		Lord to the snana vedi; ringing bell, offer:	<u>abhishekam</u>	

	<ul> <li>a. 'esa puspanjalih'</li> <li>b. 'ime paduke'</li> <li>c. place banana leaves / flowers / tulasi on snana vedi (flat asana )and escort The Lord .</li> <li>d. Offer: i. 'etat padyam' (to feet) (clove water)</li> <li>ii. 'idam arghyam' (to hands)</li> <li>iii. 'idam acamaniyam' (to hands)</li> <li>iv. 'esa madhuparkah' (to hands)</li> <li>(4:1:1:1:4drops H C M S G)</li> <li>v. 'idam punar-acamaniya' (to hands)</li> </ul>		
7.3.1.2.4	Phala-mala – offer fruit garlands to The Lord 'idam phala-malayam…'	<u>During</u> abhishekam	<u>Head Pujari</u>
7.3.1.2.5	<ul> <li>Reception arati – pista dipa.</li> <li>a. conch - purify and blow 3 times, purify at end.</li> <li>b. insence – 'esa dhupah' 3 sticks, show guru, offer 7 times around The Lord, offer as prasadam to vaisnavas.</li> <li>c. pista dipa – 'esa pista-dipah' on a tray, eight-petalled lotus drawn with ghee and kunkuma, 9 wick cases (flour / sugar / milk) + ghee wicks. Offer as insence.</li> <li>d. flowers – 'etani puspani' offer as insence.</li> <li>Bells to be rung constantly (and conch blown at intervals) from now on.</li> </ul>	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>
7.3.1.2.6	<ul> <li>5. Til-pisti – blended white sesame seeds mixed with warm water.</li> <li>a. massage The Lord (hold base with left, massage with right hand). 'idam til pistim'</li> <li>b. dilute with water and then bathe via conch 'idam til-snaniyam'</li> </ul>	<u>During</u> abhishekam	<u>Head Pujari</u>
7.3.1.2.7	Panca-gavya - via conch. a. milk – 'idam ksira-snaniyam' b. yoghurt – 'idam dadhi-snaniyam' c. ghee – 'idam ghrta-snaniyam' d. diluted cow urine (1:30 water) chant brahma-gayatri before offering. e. diluted cow dUNG (1:30 water) chant brahma-gayatri before offering. Bathe in 1 conch of cool water with kusa tips / tulasi if possible. 'idam jala- snaniyam'	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>
7.3.1.2.8	Pancamrta – via conch (warm and easy to pour). a. milk – 'idam ksira-snaniyam…' b. yoghurt (dilute) – 'idam dadhi-	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>

	snaniyam' c. ghee – 'idam ghrta-snaniyam' d. honey (dilute) – 'idam madhu- snaniyam' e. sugar water (use guda) – 'idam sita- snaniyam'		
7.3.1.2.9	Kunkuma dusting – using cow-tail brush, apply mixture of kunkuma and flour (1:1) by flicking, massage in. (hold deity base with left hand). Bathe in 3 conches of warm water with tulasi if possible. 'idam jala-snaniyam'	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>
7.3.1.2.10	Phalam – via conch. Bathe The Lord in warm fruit juices (at least 5 types, or whatever is available) recommended: mango / strained pomegranate / grape / diluted banana (1:4 water) / + 1 seasonal fruit. 'idam phala-snaniyam'	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>
7.3.1.2.11	<b>Coconut – bathe</b> The Lord with water from, 8 (green) coconuts, poured from fruit. (pre- drill holes before ceremony) 'idam phala- snaniyam'	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>
7.3.1.2.12	<b>Puspa – via conch</b> . Bathe the Lord with water, consecutively adding 5 types of flower to conch, each time chanting 'idam puspa-snaniyam' (if permissible, use 5 conches of water).	<u>During</u> abhishekam	<u>Head Pujari</u>
7.3.1.2.13	Ausadhi – via conch (1 of each variety). a. sarva-ausadhi – 'idam sarva-ausadhi- snaniyam' b. maha ausadhi – 'idam maha-ausadhi- snaniyam' c. mangala snana – 'idam mangala- snaniyam' chant brahma-gayatri before offering. If not possible, offer 3 conches of water with a pre-soaked mixture (suspended in cheese cloth and removed before bathing) of cloves / cinnamon / cardamom / saffron / nutmeg / aniseed / turmeric / dill / sweet flag root / tulasi, meditating on offering the different ausadhis.	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>
7.3.1.2.14	Bijastaka - via conch. 8 types of ground seed are offered: paddy / wheat / barley / white rice / sesame seed / millet / buckwheat / panic seed / wild rice. 'idam ekam-bija- snaniyam' / 'idam dve-bija-snaniyam' etc. (trini / chatur / panca / sad / sapta /	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>

	asta)		
7.3.1.2.15	Nava / panca-ratna – via conch. Substitute with 9 / 5 colours of flower petal or coloured water or mixture of the two. 'idam navaratna-snaniyam'	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>
7.3.1.2.16	Astagandha – via conch, offered as 8 separate scents or all together. (Scented oils are ground into sandalwood paste, or un-scented gopi-candana and diluted in water). Stir before offering. 'idam astagandha-snaniyam'	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>
7.3.1.2.17	Gandha – a. cover The Lord's body with sandalwood paste / gopi-candana (hold base with left hand, and wipe with right ring- and middle- finger across forehead / chest / belly / arms / legs / feet. b. via conch, bathe The Lord with water containing sandalwood paste 'idam gandha-snaniyam'	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>
7.3.1.2.18	<b>Phala-mala</b> – take the garlands and distribute to the congregation as 'maha'.	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>
7.3.1.2.19	<b>Sahasrada</b> - Offer pure water (and previous items) through the sahasrada. 'idam sahasrada-snaniyam	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>
7.3.1.2.20	Asta-kalasa – via conch, congregation bathe The Lord with 16 conches of water / candana / saffron / tulasi, one conch per verse of the purusa- sukta (PP S-76 onwards).	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>
7.3.1.2.21	Jala-snana – via conch, congregation bathe The Lord in pure water, pujari chants verses from Brahma samhita (5.29 onwards) at end chant verses 17/18 of purusa-sukta. 'idam jala- snaniyam'	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>
7.3.1.2.22	Concluding activities – a. dry The Lord and wrap Him in a towel 'idam anga-vastram' b. 'idam acamaniyam' c. conch - purify and blow 3 times, purify @ end. d. allow congregation to take darshan and offer pranamas. e. remove The Lord to the alankara-vedi for dressing.	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>
7.3.1.2.23	Chant the following, to ask for forgiveness: mantra-hinam kriya-hinam bhakti-hinam janardana yat pujitam maya deva paripurnam tad astu me	<u>During</u> <u>abhishekam</u>	<u>Head Pujari</u>

	aparadha-sahasrani kriyante 'har-nisam maya daso 'ham iti mam matva ksamasva madhusudana		
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Sr. No	Activity	Owner
7.3.2	Bhoga offering on festival days	Bhoga incharge
	Bhoga offering on festival days: This process ensures that more than fixed number of recipes are offered to Lord/Acharyas in particular festival days.	

		<u>By When</u>	<u>By Who</u>
7.3.2	Bhoga offering on festival days	Bhoga Incharge	
7.3.2.0	Deity department either through SMS or email (to counselors) or Sunday feast announcement conveys congregation about festival timings and opportunity for bhoga preparation.	<u>Email, SMS,</u> <u>Sunday feast</u> <u>announcement</u>	<u>Deity</u> <u>Department</u>
7.3.2.1	Bhoga Collection	<u>Deity</u> <u>kitchen/Bhoga</u> <u>Incharge</u>	<u>Bhoga</u> <u>incharge</u>
7.3.2.1.1	Festival days other than Radhastami	<u>Deity kitchen</u>	<u>Bhoga</u> incharge
7.3.2.1.1.1	All bhoga offerings should reach deity kitchen by 6 PM		<u>Bhoga</u> incharge
7.3.2.1.1.2	All the bhogas almost around 150 are directly collected by deity kitchen.		<u>Bhoga</u> <u>incharge</u>
7.3.2.1.2	Radhastami day (Refer Appendix 1)	<u>Bhoga Incharge</u>	<u>Bhoga</u> incharge
7.3.2.2	Maha Prasadam transfer	<u>Bhoga Incharge</u>	<u>Bhoga</u> incharge
7.3.2.2.1	This seva requires 7-8 volunteers, dressed in dhoti and kurta. Volunteers can be either VTA or HG Priya Chaitanya Pr		<u>Bhoga</u> <u>incharge</u>
7.3.2.2.2	Before Maha Prasad comes, deity kitchen should be clean and empty so that Maha Prasad can be transferred.	<u>5 PM</u>	<u>Bhoga</u> <u>incharge</u>
7.3.2.2.3	They have to keep ready 4 big buckets in which mahaprasad to be transferred.		<u>Bhoga</u> incharge
7.3.2.2.4	As soon as Mahaprasad trays come, bring them to deity kitchen.		<u>Bhoga</u> incharge
7.3.2.2.5	Each dry prasadam drone is transferred as it is into buckets. Drones are stacked on each other.	<u>After bhoga</u> <u>transfer</u>	<u>Bhoga</u> <u>incharge</u>
7.3.2.2.6	All liquid Mahaprasadam is kept as it is in pots and is left for Brahmacharis		<u>Bhoga</u> <u>incharge</u>

7.3.2.2.7	Around 6-7 devotees will carry Maha	<u>Bhoga</u>
	Prasadam buckets and give it in kitchen.	incharge
7.3.2.2.8	Around 2-3 devotees will keep Bhoga	<u>Bhoga</u>
	trays near kitchen.	<u>incharge</u>
7.3.2.2.9	6-7 devotees who carried buckets to	<u>Bhoga</u>
	kitchen will come back and clean deity	<u>incharge</u>
	kitchen room.	
7.3.2.2.10	During Janmastami day, since devotees	<u>Bhoga</u>
	take only ekadasi offerings, all the maha	<u>incharge</u>
	prasadam is packed in plastic covers and	
	stacked in gunny bag and distributed at	
	Brajmandal lodge.	

Sr. No	Activity	Owner
7.3.3	Caranamrita transfer and distribution	Charanamrita incharge
	Caranamrita transfer and distribution: This process is to make sure that necessary pre and post abhishekam processes are set up for smooth transfer of charanamrita to kitchen and proper cleaning of abhishekam arena post abhishekam.	

		By when	By Whom
7.3.3	Caranamrita transfer and distribution		
7.3.3.1	One hour before abhishekam, set up two big drums.	<u>Before abhishek</u>	<u>Charanamrita</u> <u>incharge+4</u> <u>volunteers</u>
7.3.3.2	Arrange two buckets and big spoon (2 feet in length) to stir charanamrita.	Before abhishek	<u>Charanamrita</u> <u>incharge+4</u> <u>volunteers</u>
7.3.3.3	Whole arena of abhishekam and transfer is covered by gony bags (So that place will not become too unclean)	<u>Before abhishek</u>	<u>Charanamrita</u> <u>incharge+4</u> <u>volunteers</u>
7.3.3.4	Requires four volunteers.	<u>Before abhishek</u>	<u>Charanamrita</u> <u>incharge+4</u> <u>volunteers</u>
7.3.3.5	Two volunteers will start transferring charanamrita from buckets to drums.	<u>During abhishek</u>	<u>Charanamrita</u> <u>incharge+4</u> <u>volunteers</u>
7.3.3.6	One volunteer will stir the drums in which charanmarita is being collected.	<u>During abhishek</u>	<u>Charanamrita</u> <u>incharge+4</u> <u>volunteers</u>
7.3.3.7	One volunteer would be cleaning the area continuously.	<u>During abhishek</u>	<u>Charanamrita</u> <u>incharge+4</u> <u>volunteers</u>
7.3.3.8	All the matkas used for abhishek are washed and washed water is mixed in charanamrita.	During abhishek	<u>Charanamrita</u> <u>incharge+4</u> <u>volunteers</u>
7.3.3.9	Four buckets of charanamrita is kept for deity department devotees and volunteers.	<u>During abhishek</u>	<u>Charanamrita</u> <u>incharge+4</u> <u>volunteers</u>

7.3.3.10	Rest is transferred to devotee kitchen through kitchen topes through first floor lift.	<u>During abhishek</u>	<u>Charanamrita</u> <u>incharge+4</u> volunteers
7.3.3.11	Charanamrita is ready for distribution to all	During abhishek	Charanamrita incharge+4 volunteers
7.3.3.12	All the abhishek pots, buckets used for transferring charanamrita, spoon are thoroughly washed, stacked and kept in respective places.	<u>After abhishek</u>	<u>Charanamrita</u> <u>incharge+4</u> <u>volunteers</u>
7.3.3.13	Matkas are collected and thrown in dust bin.	<u>After abhishek</u>	<u>Charanamrita</u> <u>incharge+4</u> <u>volunteers</u>
7.3.3.14	Whole abhishekam arena is wiped and dried.	<u>After abhishek</u>	<u>Charanamrita</u> <u>incharge+4</u> <u>volunteers</u>

# Activity Group 7.4 Supporting services

Sr. No	Activity	Owner
7.4.1	Flower buying	Flower In-charge
	Flower buying: This process is to make sure that consistency in abhishekam is maintained throughout all the festivals. This includes colourful juices and traditional abhishekam paraphernalia.	

		<u>By When</u>	By Who
7.4.1	Flower buying	<u>One day before</u> decoration	<u>Flower</u> Incharge
7.4.1.1	Daily schedule		
7.4.1.1.1	Two volunteers are allotted for buying flowers every day.		
7.4.1.1.2	They carry two bags		
7.4.1.1.3	Flowers are brought at 5 AM morning		
7.4.1.1.4	Volunteers go to Dadar flower market.		
7.4.1.1.5	Daily requirements are as follows: Two Tulasi bundles, marigold 1.5 KG, magra (2 Kg), 30 bundles of roses.(different colors),need to be filled.		
7.4.1.1.6	Even if one flower is spoiled in rose bundle, that bundle is not accepted.		
7.4.1.2	Festival schedule (Sunday and festival days)		

7.4.1.2.1	Flowers are brought one day before during festival days.	
7.4.1.2.1	Sunday feast require more flowers, so 3 bags are carried.	
7.4.1.2.2	Other than 7.4.1.1.5, more marigold, more mugla are required, arcades, fragrant flowers for sayan darshan are bought.	
7.4.1.2.3	On festival days, flowers are brought based Lord's garments color. Most of flowers are brought on random basis and spontaneously.	
7.4.1.2.4	For Pushyabhishek flowers of quantity 1000kg are brought from dadar (Marigold, mogra, bijili,roses)	
7.4.1.2.5	Fragrant roses from Vrindavan, flowers from Bangalore, Singapore and Malaysia.	

Sr. No	Activity	Owner
7.4.2	Sound system and upanyas	Bhoga incharge
	Bhoga offering on festival days: This process ensures that more than fixed number of recipes are offered to Lord/Acharyas in particular festival days.	

		By When	By Whom
7.4.2	Sound system and Upanyas	During class and kirtans	<u>Sound</u> system <u>COM</u>
7.4.2.1	Schedules		
7.4.2.1.1	5.30 AM:5.50AM	Everyday:Book score announcement and till siksastakam	SS-Incharge
7.4.2.1.2	7.45AM:9.30 AM(on Sunday till 10AM)	Everyday : From sringara darshan to end of SrimadhBhagavatham class	SS-Incharge
7.4.2.1.3	1PM to 1.20PM	Kitchen for lilamrita reading during lunch	
7.4.2.1.4	3.45PM to 5.15PM	Brahmachari class	
7.4.2.1.5	7.15PM to 9.15PM (Mon-Tue-Fri)	Gita class in Bhaktivedanta hall	
7.4.2.1.6	8.45PM to 9.10 PM	Sayan darshan	
7.4.2.1.7	12.15PM to 3.30PM(Sunday)	Sunday feast	
7.4.2.1.8	Varishta Vaishnava class, regional counselor meetings	Alternative Sundays at 5PM	

7.4.2.1.9	Outside home programs, college	As and when required	
	preaching programs, mega programs		
	like vyas puja, birla house program		
	etc.,		
7.4.2.2	Duties		
7.4.2.2.1	Sound system for small scale		
	program (0-50): 1 mike , 1 cable , 1		
	stand, 1 small size speakers (mouse)		
7.4.2.2.2	For crowd of 50-200 : 1 mixer, 2		
	active speakers-350W with power		
	cable and audio cables, wireless mike,		
	two wired mikes, 2 stands, speaker		
	stands.		
7.4.2.2.3	Huge program >500 : 4 speakers, 1		
	mixer, 2 active speakers-350W with		
	power cable and audio cables,		
	wireless mike, two wired mikes, 2		
	stands, speaker stands. If required for		
	large programs more instruments are		
	procured from outside		
7.4.2.2.4	For yatras: 32 chaneel mixer, 6 mikes,		
	2 wireless mikes, Four 1000W		
	speakers, twelve 500W speakers, hire		
	three LCD TVs.For Vrindavan yatra,		
	any extra soundsytem instruments are		
	hired from Rupesh Kohli (New		
	Bombay) For Mayapur yatra, extra		
	sound system is procured locally.		
7.4.2.2.5	Sound system is provided in temple		
7.4.2.2.0	hall, daily kirtan, cc tvs in temple		
	offices, sevasthan, deity room, laxmi		
	narayan hall, Gopalji hall and Maharaj		
	room. Sunday feast day sound system		
	is provided in Bhaktivedanta hall for		
	hindi translation.		
7.4.2.2.6	<b>FM relay</b> : FM is provided for temple		
7.4.2.2.0	programs and kirtans and during		
	yatras. Four FM kits are available.		
74007			
7.4.2.2.7	Maintenance of sound system: Repairing sound system equipment,		
	accessories : Shops for maintenance		
	are Electronic emporium, Rohini radio.		
7.4.2.3	Extra duties		
		5 50 to 6 AM from	
7.4.2.3.1	Bringing Maha garland for Srimadh	5.50 to 6 AM from	
74000	Bhagavatham from deity room	<u>deity room.</u>	
7.4.2.3.2	Recording lectures and kirtans.		
7.4.2.3.3	Providing bhajan sheets during special		
	days like damodar month, entire month		
	before Jagannadh rathyatra and Gour		
	poornima.		.,
7.4.2.4	Upanyas		<u>Upanyas</u> Incharge
7.4.2.4.1	Speaker(s) for the day are fixed before		
	start of month.		
7.4.2.4.2	Maha Garland for speaker is arranged		
	in consultation with deity department		
7.4.2.4.3	Karatal and mridanga are arranged		
7.4.2.4.3	Water and sloka board are arranged		
1.4.2.4.4	before class		
	NEIVIE 61033	l	

7.4.2.4.5	Speaker starts class with Jaya Radha Madhavsong accompanied by karatal and mridanga	
7.4.2.4.6	Devotee garland speaker after kirtan	
7.4.2.4.7	Speaker recites sloka and audience devotees repeat it. Then they are lead in recitation (Maximum opportunity for 3 to 6 devotees, including matajis)	
7.4.2.4.8	Speaker recites invocation prayers and starts lecturing.	

Sr. No	Activity	Owner
7.4.3	Kirtan schedule	Kirtan COM
	Kirtan Schedule: This is to ensure that Kirtan schedule is properly maintained and Kirtan goes as per standards	

		By When	By Whom
7.4.3	Kirtan schedule		
7.4.3.1	Every day 5 hours kirtan	<u>12 PM to 1PM and</u> <u>5PM to 9PM</u>	
7.4.3.2	Festival and ekadasi days 9 hours kirtan	<u>Schedule will be put</u> <u>up accordingly</u>	
7.4.3.3	Minimum one mridanga and one kartal are required.		
7.4.3.4	Number of maximum kirtan instruments and sound system specification will be as per suggestion of guest reception-front end incharge.		

Sr. No	Activity	Owner
7.4.4	Capturing photos for dailydarshan.com	DD Incharge
	Capturing photos for dailydarshan.com :This is to make sure that everyday Lord's photos are captured and placed in deitydarshan.com	

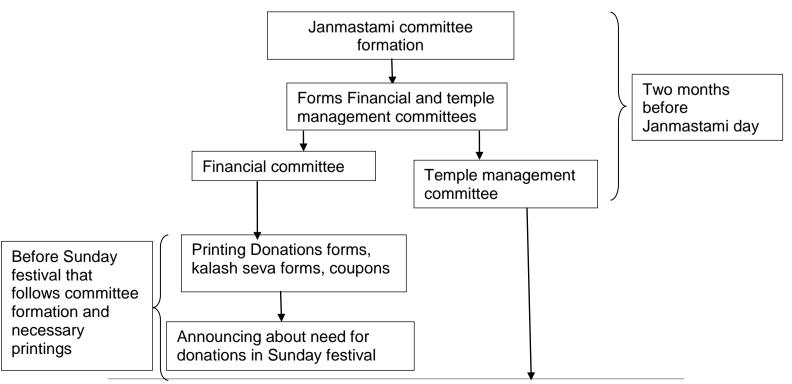
		By When	By Whom
7.4.4	Capturing photos for dailydarshan	After sringar darshan	DD Incharge
7.4.4.1	Use D3X Nixon		
7.4.4.2	Capture photos after sringar arti, during festivals, abhishek photos		
7.4.4.3	All these photos are uploaded in deitydarshan.com		

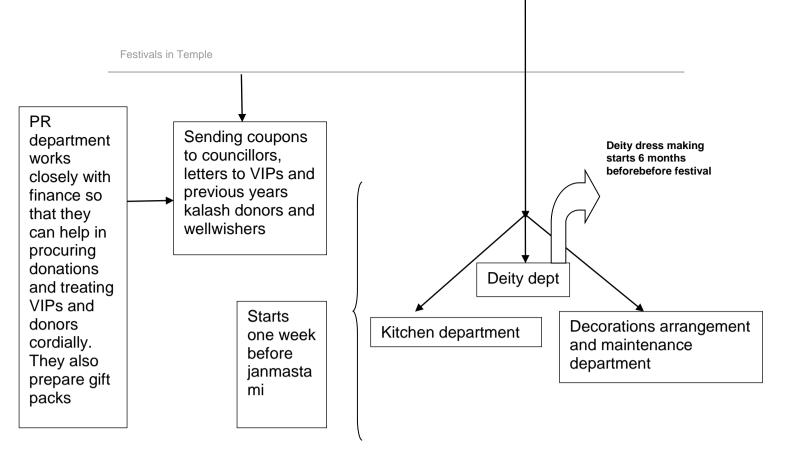
## Activity Group 7.5 Festival day flow

Sr. No	Activity	Owner
7.5.1	Sri Krishna Janmastami	СОМ
	Sri Krishna Janmastami: This process is to make sure that pre-Janmastami, on the day and post Janmastami preparations will guarantee best spiritual experience to vistors and devotees and at same time ensuring smooth and hassle free management.	

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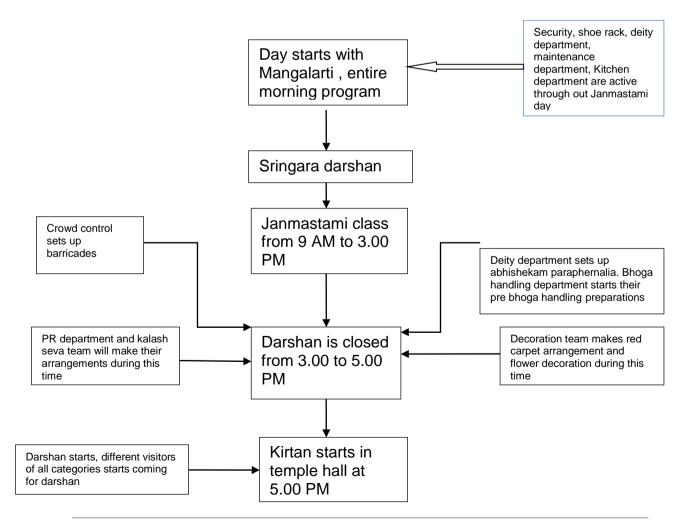
Activity Flow (Pre Janmastami day)

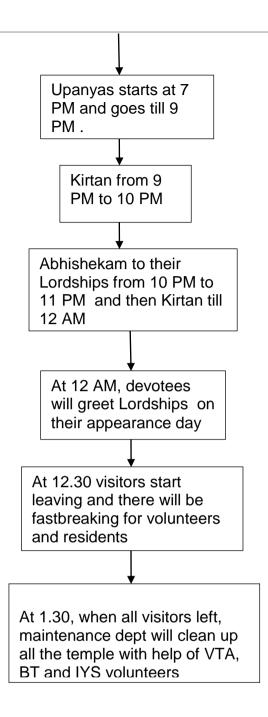




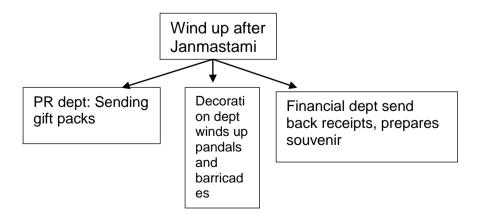


Activity Flow (On the Janmastami day)





### Activity Flow (Post- Janmastami day)



		By When	By Who
7.5.1	Sri Krishna Janmastami	Janmastami	СОМ
7.5.1.1	Janmastami committee formation	2 months before	
	with two directors	janmastami	
7.5.1.1.1	Janmastami committee with help of	2 months before	JC directors
	temple management and finance team	<u>janmastami</u>	
	helds a meeting		
7.5.1.1.2	Together they decide broad paln for		
	collecting funds, VIP seva etc.,		
7.5.1.2	Donations and kalash seva	2 months brfore	
		janmastami after	
		<u>JC meeting</u>	
7.5.1.2.1	Finance committee decides rates for		
	different donation like general donations,		
	kalash, coupons etc.,		
7.5.1.2.2	Prints appeal forms for donations,		
	kalash seva and tokens.		
7.5.1.2.3	An announcement is made about		
	importance of donations to congregation		
	on the immediate Sunday festival after		
	donation forms are printed.		
7.5.1.2.4	Kalash forms, donation forms are sent to		
	donors of previous years. Database		
	available with database department		
	Kalash forms are also given to		
	congregation who want to encourage		
	their friends, relatives etc.,		
7.5.1.2.5	Coupons are given to councilors who		
	will inturn collect donations from		
	councillies. Unused coupons will be		
75400	returned		
7.5.1.2.6	Advertizement will be made in souvenir		
	for those business people who donate		
75407	funds.		
7.5.1.2.7	Donations can be made according to		
	particular sevas as given in <b>donation</b>		
75100	form.		
7.5.1.2.8	For any donations, receipt will be given		
7.5.1.2.9	immediately.		
7.5.1.2.9	Kalash donors will be given tokens and		
	receipt. They have to show this receipt for abhishekam on the day of		
	Janmastami		
7.5.1.3	PR department (taking care of VIPs		
7.5.1.5	and kalash donors)		
7.5.1.3.1	PR department works in close		
7.0.1.0.1	connection with Accounts department		
	regarding VIPs and Kalash donors		
7.5.1.3.2	They help in preparing, printing and		
	1	1	1

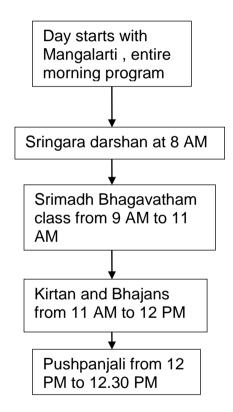
sending VIP letters and kalash seva	
forms to already existing database of	
wellwishers.	
7.5.1.3.3 They plan ahead for buying gifts to VIPs.	
7.5.1.3.4 They inform kitchen department	
regarding sweets to be made for VIP	
and Kalash donors gift pack. (sweets	
like Kaju katli, kala jamoon, sonpapdi etc	
are made) . Refer to kitchen manual	
7.5.1.3.5 Collect data for souvenir from different	
business donors.	
7.5.1.3.6 VIP reception on the Janmastami day.	
7.5.1.3.6.1     There would be separate shoe stall for	
VIPs	
7.5.1.3.6.2 VIPs are welcomed at reception.	
7.5.1.3.6.3Their invitations are checked and their	
names are registered	
7.5.1.3.6.4   They are led for darshan	
7.5.1.3.6.5 They are allowed to take darshan and	
encouraged to come out and collect	
prasadm and gifts	
7.5.1.3.7 Kalash seva on the Janmastami day.	Two
<u>coc</u>	ordinators
	and 20
VC	olunteers
7.5.1.3.7.1 One day before janmastami, gift packs	
for all registered kalash donors is done	
with help of VTA devotees. This do not	
include silver kalash.	
7.5.1.3.7.2 There would be separate shoe stall for	
Kalash donors	
7.5.1.3.7.3 They are welcomed with smile and	
offered juice.	
7.5.1.3.7.4 They are led to Gopalji hall.	
7.5.1.3.7.5 If queue is lengthy they are encouraged	
to sit for sometime, else they can join	
the queue.	
7.5.1.3.7.6Devotees will check the pass and note	
the names of donors and accompanying	
family members.	
7.5.1.3.7.7 Near the entrance to temple hall, they	
are provided water for achaman.	
	ujatis and
pujaris will help them in performing	olunteers
abhishekam.	
7.5.1.3.7.9 Two volunteers will help in filling	
abhishekam pots.	
7.5.1.3.7.10 Once their abhishekam is over they take	
darshan and led to exit.	
7.5.1.3.7.11 At the exit they will be given gift pack	
containing Lord's photo frame, sweet	
pack , gift and silver kalash with which	
they performed bhishek.	
7.5.1.3.8 One devotee incharge assists VIPs and keleah depart in parking their vehicles	
kalash donors in parking their vehicles	
7.5.1.3.9 <b>PR wind up</b>	
7.5.1.3.9.1Wind up starts two or three days after	
7.5.1.3.9.1     Wind up starts two or three days after janmastami       7.5.1.3.9.2     Souvenir and gift packs (sweets as per	

		Ι	11
	7.5.1.3.4 )are send to counselors and		
	counselors will handover gifts to donors.		
7.5.1.4	Decorations		
7.5.1.4.1	Planning starts 1 month before Janmastami.		
7.5.1.4.2	Legal team will get permission from		
	BMC for rising pandal before temple and		
	diversion of traffic for one day.		
7.5.1.4.3	Construction of pandal starts 1 week before festival		
7.5.1.4.4	Entire project is given to Aryan bhattad		
	company.		
7.5.1.4.5	Outside pandal starts 3 days before.		
7.5.1.4.6	Inside cloth decorations, lighting, naturl		
	plants, making barricades, queue		
	organization starts before janmastami		
	night and completed by janmastami		
	morning.		
7.5.1.4.7	Workers cover floor with plastic covers,		
	so that temple will not become dirty.		
	They should take care not to spoil any architecture.		
7.5.1.4.8	Inside pandal is made front of temple,		
7.5.1.4.0	VTA side and back of temple. In general		
	where ever queue starts from entrance		
	till exit, entire area is covered with		
	pandal so that rain will not cause		
	disturabance to visitors.		
7.5.1.4.9	Many stalls are kept at back of temple		
	(GEV, Books, Journey home, Tulsi		
	books, Media team, GFS, GGS). Two		
	tables, two chairs and white cloth for		
	each stall is procured.		
7.5.1.4.10	Over all decoration requires plastic		
	chairs-80, tables-150, natural plants-		
	200, 35 flood lights, 35 fans.		
7.5.1.4.11	One hour before evening darshan	<u>4 PM to 5.30 PM</u>	
	(4PM), entire temple hall is emptied	<u>on the day of</u>	
	except for vyasasan. Entire temple hall,	<u>janmastami</u>	
	entire queue path is covered with red		
	carpet. Necessary flower decorations		
	are made. Barricades for queue are made.		
7.5.1.4.12	Special decorations and barricades to		
	separate VIP and general darshan are		
	made.		
7.5.1.4.13	Within two days of Janmastami, entire		
	decoration structure is dismantled and		
	winded up.		
7.5.1.5	Kitchen department		
7.5.1.5.1	Kitchen department starts their		
	preparation 1 week before Janmastami		
7.5.1.5.2	They prepare sweets for PR team (as		
	gifts to VIPs, Kalash donors and donors.		
7.5.1.5.3	On the day of janmastami, they prepare		
	halwa for all the vistors. (Refer Kitchen		
75454	manual)		
7.5.1.5.4	They also prepare fastbreaking lemon	<u>12.30 AM (next</u>	
	water and ekadasi prasadam for	<u>day of</u>	

volunteers and resident devotees by 12	janmastami)	
.30 AM		

Sr. No	Activity	Owner
7.5.2	Acharyas appearance/disappearance days	СОМ
	Acharyas appearance/disappearance days: This process is to make sure that acharyas appearance and disappearance days are celebrated as per deity department standards.	

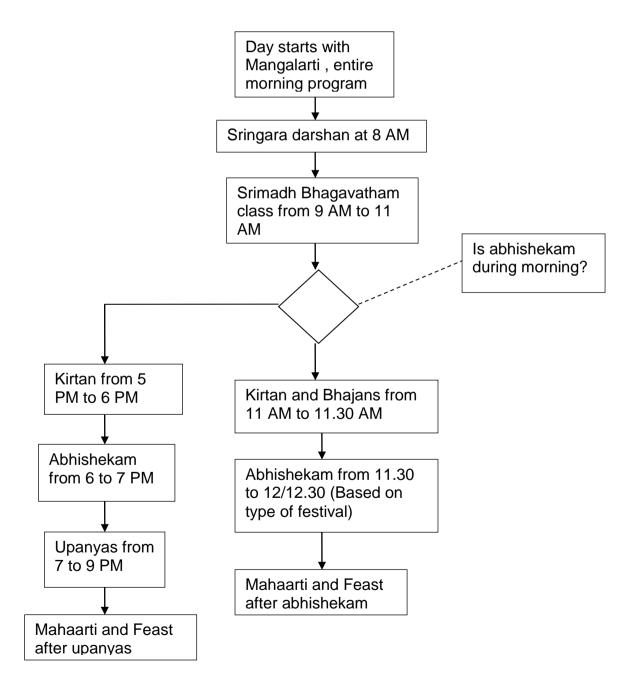
### **C** Activity Flow (Acharyas appearance/disappearance days)



**Modifications:** On Srila Prabhupad appearance/disappearance days there will verbal offerings also before flower offerings. It is followed by feast.

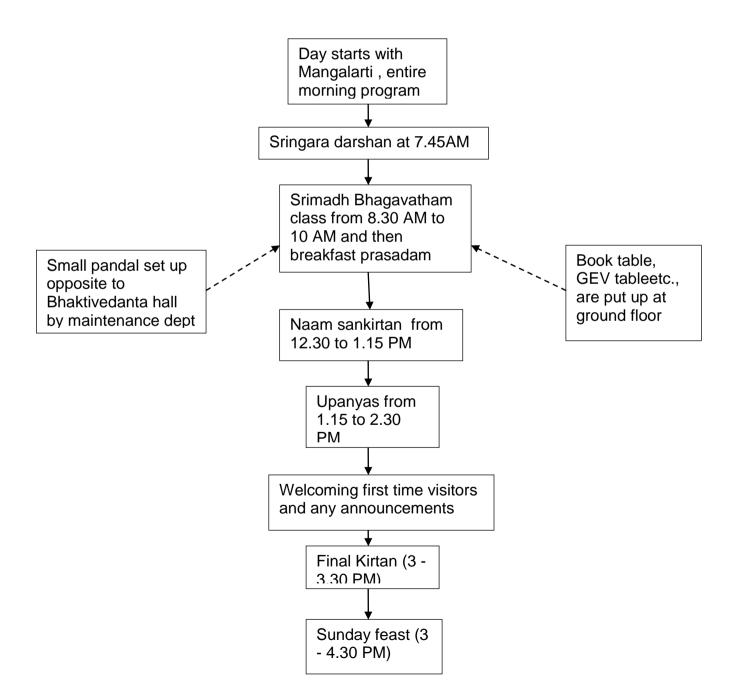
Sr. No	Activity	Owner
7.5.3	Lord's appearance days	СОМ
	Lord's appearance days: This process is to make sure that there will be consistency in spiritual experience to devotees and at same time ensuring smooth management.	

### **Activity Flow** (Lord's appearance days)



Sr. No	Activity	Owner
7.5.4	Sunday festival	СОМ
	Sunday festival: This process is to make sure that Sunday festival gives new experience to visitors and enthuse existing devotees in their day to day practice of Krishna consciousness	

#### **Activity Flow** (Sunday festival)



### APPENDIX –7.1

#### Bhoga collection and transfer on Radhastami day:

Evening abhishek :

Radhasthami – 1008 offerings. (Appendix 2)

Chant your 16 rounds of Hare Krishna Maha mantra (HARE KRISHNA HARE KRISHNA KRISHNA KRISHNA HARE HARE HARE AMA HARE RAMA RAMA RAMA HARE HARE) before 2 PM .... For main organizing team.

- 1) Arrange for 6 serving tables from Guest serving incharge.
- 2) Bring 10 big trays nearer to deity room (from book godown)
- 3) Bring 1 Small Tray from Kitchen for behind transfer helping team to keep the bhoga.
- Buy drones 1500 (Supari drona stock in deity kitchen/ if less order from 22420186. 1 day before get them & was them. ), paper glass 200 ml, ice cream cup – 1000.
- 5) Printouts of "Bhoga offering (Use Back stairs)", "No entry" 5 copies (to be put up by 12 noon)
- 6) Get 1000 plastic bags for filling up remaining bhogas .
- 7) Fill wet and dry items separately in Trays.
- 8) Please keep Curtain near "No entry" printout at lift side.
- 9) Inform nearly 20 volunteers to be assembled by 3 PM.
- 10)Bring 15 dhotis.
- 11)Bring clips (4 each for 1 tray) (40 pcs)- Maintenance dept.
- 12)Get tulasi leaves from flower incharge (to be informed one day before)
- 13)Ask bhoga preparing devotees to write their names, their councillors name and bhoga items names on a slip and give at laptop counter.
- 14)Bring a bucket for collecting waste plastics, Aluminium foil.
- 15)Bring 10-15 serving spoons for transfer . 1 volunteer for washing these spoons.
- 16)Clean drones by water. 1 day before.

#### 17)Listing team :

Two Laptops, 6 devotees- two for laptops, 2 for dictating, 2 for receiving list.

(tell each devotee to list their items here

after giving their bhoga)

#### Plan of Action:

- 1) Keep Hands Clean. Bring bucket of water for washing hands to avoid mixing up while filling
- 2) Dry & wet bhoga to be placed in separate trays.
- 3) All dry bhoga at one place since they are distributed after offering.
- 4) Fill bhoga in drones. If still the item is left, remaining bhoga has to be kept in plastic pouches. Put all these pastic pouches in buckets (dry &wet separate). After offering is over send them down so that this can

be distributed. Similarly offered bhoga on trays can be directly sent down for distribution.

- 5) After bhoga goes in clean the area and make it avail for sitting for matajis immediately.
- 6) Laptop team should note bhoga item list and give the final count for announcement .
- 7) Liquids to be filled in thermocol glasses and kept in separate tray.
- 8) Fruits soft & hard are placed in different buckets
- 9) Team should be available till prasadam is transferred into buckets.

#### Placement of devotees:

