



Easter Puja 2018

Balmoral Village • Australia

Team Responsibilities - Easter Puja Australia 2018

www.easterpuja2018.com.au

FUNDRAISING TEAM

- (before/during and after Easter Seminar) -Chai Tents, food stalls at Festivals

CATERING TEAM

- Cooking equipment &
- additional refrigeration/storage (liaise with building team)
- disposable plates, cups, knives and cups etc,
- sourcing local produce
- shopping
- rosters for meals
- meals to cottage daily

PUBLIC PROGRAM TEAM

- finding venue, organising program, advertising

BACKDROPS & Decorations

- Public Program Backdrop and decorations
- Balmoral - programs, puja & weddings
- Liaise with Lakshmi group - flowers etc
- Liaise with Program teams

PROGRAM

- morning meditation, music, talks, flowers for offering (liaise with flower group), entertainment, workshops, children's activities.

LAKSHMI TEAM

- Daily cleaning, flowers, decoration and puja in cottage and Balmoral Altar, lakshmi baskets for puja, presents for international guests, flowers, welcome of international guests
- Liaise with Backdrop & Decorations group

BUILDING AND MAINTENANCE TEAM

- waste management, water deliveries, power, gas, parking/camping location markers, signage, organisation of working bees
- portaloos
- showers
- marquees
- heating
- lighting
- tables
- chairs
- water
- waste water
- daily site cleaning

Accommodation

- Bed allocation (mattress/camp bed/bunk beds)
- mattresses
- blankets
- special arrangements for sleeping - medical

SECURITY AND SAFETY

- Security team roster
- Roster for security, signs - dams, parking, marquis, toilets, showers, dams, fire extinguishers, fire and evacuation procedures, identified meeting points for evacuations, vest & whistles

REGISTRATION

- Registration Desk, accounts, collection of money, petty cash

TRANSPORT TEAM

- Roster, Airport and Burwood pickups, hire buses, car availability

MEDICAL TEAM

- first aid kits, rosters for medical cover, catering for special medical needs

WELLNESS TEAM

- Patient Bookings
- Set up pendals/altar
- Clearing supplies (candles, salt, footsoak buckets, camphor etc)

ULURU TRIP

- Liaising with registered yogis
- Assisting with accommodation/meals
- Photographs

PROMOTIONS

- Photography
- Filming
- Registration Card

MARRIAGE PREPARATIONS

- Gifts for couples
- Mehendi Ceremony
- Haldi Ceremony
- Preparation of Silver
- Garlands for couples
- Set up of marriage area

TO VOLUNTEER

Yogis are able to volunteer for as many teams as they wish.

To assist, a Google form has been set up so that yogis can volunteer for the various teams for Easter Puja.

Here is the link:

https://docs.google.com/forms/d/e/1FAIpQLScAztLU_rCiR4LDRKongOOVKtO_QGTNhZ1FaerT_k2Mvfw7-Bg/viewform