

## **Guideline for Sponsors for CMF Religious Functions**

### **General guidelines:**

1. Sponsors must come to Tapovanam one or two days prior to the function to set up the altar and food area.
2. On the day of the puja sponsors need to stay till the end and clean up the premises.
3. Sponsors need to come back to undo the set-up at least before the next Sunday class. (It is advised to undo the set-up one or two days after the puja)
4. Sponsors need to remove all the flowers from the puja area when they undo the set-up. Please do not leave the flowers in Tapovanam.
5. Sponsors need to inform Building Committee Chair and Religion Committee Chair/co-chair about the exact time the sponsors will be coming to set-up and to undo the set-up. (One of the religion committee members shall be present for setup)
6. After the puja and dinner, the sponsors need to see that the kitchen is clean and all the appliances are turned off. (One of the Religion Committee member shall stay with the sponsors)
7. Sponsors need to provide prasadam. Sponsors should serve prasadam to devotees. Religion committee members will help if needed. Please note no food should be left in the kitchen or refrigerator after the program.
8. Sponsors need to be present on the day of puja, unless it is an emergency.
9. One of the sponsors and one of the Religion Committee member's name/email will be added for receiving RSVP for the program in the flyer that will be sent for the program.

### **CMF will provide the following for religious functions:**

1. Paper products.
2. Food warmers (burners).
3. CMF will reimburse up to \$50.00 (with the receipt) for the flowers for garland and puja.
4. Puja Samagree. (Puja plates, yellow rice, kumkum, diya etc.)

### **To make the function go smoothly, please check this list two weeks prior to the program date:**

1. Please contact Religion Committee chair/co-chair to find out who is leading the puja and which member from the religion committee has been assigned for the program.
2. Among the sponsors, who is responsible for setting up the stage.
3. Among the sponsors, who is responsible for food arrangements.
4. For making the garland, if you need help, please contact Anjali Misra or Geetha Katneni.
5. Among the sponsors who is arranging for coconut and a cloth for the puja kalasham.
6. Among the sponsors who is arranging the fruits for offering to God.
7. Please bring your own rice, if you are planning on cooking rice in Tapovanam.
8. Please remember to contact the helpers needed for cleaning.
9. Religion committee will assign one person from their committee for each program. If you have questions, please feel free to call the assigned member or chair/co-chair of the Religion Committee.

Thank you for your co-operation and sponsoring an event.

Chairperson – CMF Religion Committee