

Task	Deadline (# of months before Durga Puja)	Responsibility	Number of Volunteers	Comments
Board				
Budget approval/membership Fee	8	Treasurer	0	Budget is approved for the next fiscal year
Re-Run of Budget to the New Board	3	Treasurer	0	The Budget is re-run for the newly elected Board members, during the first meeting of the BODs. New Board starts on July 1st
Create Fund Raising brochure			1	Create the Ad form and post it on the Web. Create a brochure for Prabasi.
Fund Raising	5	BOD	Open	Board members should start the Fundraising activity, talk to sponsors, businesses, etc. Membership account for only 60% of the budget. All Prabasi members should help in case it is possible. If Members can help it will be great and there are different incentives
Email notification to members	3		0	Email is sent regularly to members for renewal
Start membership drive	4	BOD	0	Every weekend start calling members for renewal
Letter to members	3	BOD	0	A hard copy letter is sent to the members. Print it, stamp it and mail it
Membership collection	3	Treasurer	0	Treasurer opens a bank account, deposits collection to the bank
Event Planning				
Fix Durga Puja, Kali Puja, Saraswati Puja dates	10	BODs	0	Book Chabot college. Prabasi's event depends upon the availability of the Facility. No other facility in Bay Area can meet Prabasi's requirement of accommodating more than 1400 people. That's why we are seldom fortunate to have Puja on the Puja day. We do not have the flexibility as other organisations. Book other facilities for rest of the events
Seating allotment/members package	1	Treasurer	2	Treasurer to arrange volunteers to make the membership package. Few volunteers are required. This will be a week before the Puja
First draft of DP Schedule	2	BOD	0	First draft is created based upon finalisation of Professional artist and Local applicants
Shanka				
Collecting articles and sending it to the editor	1	BOD	1	An email to be sent to members. A volunteer will be required to coordinate articles and Ads for Sankha.
Email to members soliciting for articles	2	BOD	0	Reminder emails to members

Arranging for delivery of Sankha by Oct 10th from Printing	15 days			1	Arrange a volunteer to take delivery from printing office on Oct 12th
Last date for ad collection	15 days	Chairman		0	
Chairman message and other details for sankha	15 days	Chairman		0	
FACILITY for Durga Puja					A facility director selected by the Event Coordinator is responsible.
Facility Booking		8	Event Coordinator	0	Need to decide if we are celebrating three days of Puja. Roger Noyse(Director, Chabot College) gives the final dates.
Get ready with Insurance Paper		3	Event Coordinator	0	Fax Insurance paper to Roger.
Introduction to Roger		1	Past Event Coordinator	0	Someone known to Roger from the Board introduces the new Event Coordinator
Cafeteria booking)		6	Event Coordinator	0	If we have Puja on Friday, Separate form (not the same as Performing Center). Roger can help
Courtyard Booking		6	Event Coordinator	0	Separate form , Roger will help coordinating, including Janitorial service and security
Advance Payment for facility		3	Event Coordinator	0	Sign off the contract , pay the advance to Chabot
Tent layout/Fire dept permit		3	Event Coordinator	0	Designing the layout and faxing it to the Tent Vendor along with all the requirements (Chairs, tables, booths, Power generator). Tent should be completed by Oct 11th 5 PM
Meeting with Roger to finalise the plan for Puja		1	Event Coordinator	0	Set up a meeting with Roger Noyce. Send an email and ask for an appointment. Introduce yourself as the new Event Coordinator Roger email address: rnoyes@chabotcollege.edu Tele: 510-723.6976 Fax: 510.723.7157 Mailing Address Roger Noyes, Theater Manager Chabot College Performing Arts Center 25555 Hesperian Blvd. Hayward, CA 94545
Meeting with House services to define seating arrangements		1	Event Coordinator	0	Contact Roger and get the phone number for House Service. House services offers usherers. They are outsourced by Chabot. It is mandatory as per Chabot to have House Service
Final submission of Schedule to Chabot		1	Event Coordinator	0	Event Coordinator submits the final schedule
Tech requirement to Chabot		1	Event Coordinator	2	Final Light/Sound requirements is given to Chabot. Two volunteers are required to coordinate the whole three days show in Chabot.Pick up the technical requirement from the Cultural Coordinator and discuss with Chabot Technicians
Confirming fixing the tent on Thursday (previous)night - approval from Roger		1	Event Coordinator	0	This will help if the Tent is fixed in the previous night. You will have lot of time to decorate. But you need the permission from Roger

Roger's POC(point of contact) named	1	Event Coordinator	1	Identify a Production Manager for the three days show. Roger is not present during the weekend . Roger wants to ensure that we have a Prabasi POC who will be responsible for the three days and with whom his tech people will interface.
House Services confirmation	1	Event Coordinator	0	Chabot will not allow volunteers to usher. You need to book a house service vendor. Roger will arrange it
Facility Decoration(signs etc)	1	Event Coordinator	2	A volunteer is responsible for the decoration. So far Samita(Subrata da's wife) has been doing it. However she needs the final tent dimension and Thakur dimensions) atleast 40 days before the decoration. Get Prabasi banner, poster, parking lot signs etc ready
Contact Roger to ensure Janitorial Service, Security etc is in place	1	Event Coordinator	0	These are part of the contract. But since we are taking Cafeteria this year try to ensure everything is in place
Get the total number of Booths	1	Event Coordinator	0	total number of booths to be ordered, send the numbers to Tent vendor
FOOD arrangement for Durga Puja				Food director to be selected by the Event Coordinator. He/She gets the team ready
Food Vendor selection	3	Event Coordinator	0	So far Raja Sweet has been doing it. They do a good job, If the current food director has some other plans try to share it with the Board. This is a very important task. Finalise the rate based on last year number, menu and budget. Talk to them about Puja/Prasad Sweet and Bijoya swet as part of the deal Contact : Gyani Ji -31853 Alvarado Blvd Union City, CA 94587 (510) 489-9100 There are two stores- one in Hayward and the other one near Chabot college
Meeting with Food vendor	1	Event Coordinator	0	
Food Menu finalisation	1	Event Coordinator	0	BODs can help. Once selected inform the food vendor immediately and book Prabasi in their calendar
Khichuri logistics/distribution	1	Event Coordinator	10	Volunteers are identified for Khichuri distribution for General members. Final numbers should be given to vendor by Food Director. Treasurer can also help giving the final number. Required time - Saturday Oct 13th from 1PM to 4 PM
Pre-Puja (Puja Related) Preparation				Select a Puja Director

Truck Rental order		3	Event Coordinator	0	Advance booking will help, sometimes you may not be able to get a truck at the last minute. We need to book it for three days
Informing Mrigal to take day off		3	Event Coordinator	0	Without Migual it will be very difficult.
Ordering Flowers		1	Event Coordinator	1	Flowers for Puja/Anjali. Take the address from the Event Coordinator and order Flowers, follow up and ensure that the flowers reach the Puja Mandap by Oct 11th
Ordering Prasad/sweets and Puja Shopping	15days		Event Coordinator	2	Need two persons to do Puja shopping by Oct 9th. Get the list from the event coordinator. Keep the items in the house and deliver it to Puja Mandap on Oct 12th by 4 PM.
Identifying Volunteers for Puja, Registration and Cultura		1	Event Coordinator	0	Getting enough volunteers for Anjali, helping Purohit, Prasad
Garlands for Protima	10 days		Event Coordinator	1	5 garlands required
Meeting with Purohit and creating the Puja list/Schedule	15 days		Event Coordinator	2	Set up a meeting with Purohit and plan the logistics for three days and the Puja Schedule
Make an arrangement to visit our Store room	15 days		Event Coordinator	0	The day you are planning to visit Chabot make a small visit to store room. Store Room is near Chabot college. Make a list of things available in the Store Room before you start shopping
Altar Decoration planning and installing		2	Event Coordinator	2	Contact Samita -510-6565935. need atleast two volunteers to help installing the decoration . Thursday from 5 PM to 11 PM
Identifying a person who can make Puja bhog (just prasad for Thakur) for 3 days of Puja	15 days		Event Coordinator	1	Puja Bhog is to be cooked Separately. Contact a volunteer to cook it. People will be eager to cook Thakur's bhog
Identifying Puja Volunteers		1	Event Coordinator	0	About 10 volunteers will be required for three days for Puja, Prasad, etc.
Cultural (Local Artist) for Durga Puja					
Deadline for local artist application		5	Cultural Director	0	Application is accepted with preferences - DP, KP or SP
Selection and notifying local performer		3	Cultural Director	0	Confirm after identifying the appropriate time slot
Cultural (Professional Artist) for Durga Puja					
					Select a Cultural Director
Mumba/Kolkata artist approval		8	BODs	0	Cultural Director proposes to Board. Board approves based upon a tentative Budget plan and history
VISA process for artists		6	Cultural Director	0	This is a long process. After the artist agrees the BOD starts the application process. All passport documents, album cover, press reviews are collected and sent to a lawyer who applies on Prabasi's behalf. However contant communication with the Artist has to be maintained with the artist to ensure that they do not change their mind.

Selling artist to other organisation for sharing the cost	4	Cultural Director	0	This is revenue generation effort for Prabasi. Once the artist is booked Prabasi starts advertising to other Bengali association to share the cost of the VISA and travel. If not then Prabasi has to bear the total cost
All technical requirements for Performers	2	Cultural Director	0	Get all technical requirements from performers and provide it to tech lead who will be interfacing with Chabot. Same as item 72
Backstage/selection of MC/Any awards	3	Cultural Director	3	Back stage volunteers for all the three days
Hospitality (Artist Food/Hotel boking/Transport)				
Hospitality Plan should be ready (Holiday Inn Booking)	3	Hospitality Director	0	Book hotels for guests
Picking up artist	0	Hospitality Director	3	Volunteers to pick-up artists from Airport-
Take artist to the Airport	0	Hospitality Director	3	Volunteers to drop artists to airport after the show
Food arrangements for artist	0	Hospitality Director	3	Volunteers for breakfast, lunch, dinner
Artist transportation from hotel to Puja site	0	Hospitality Director	4	Volunteers to pick-up artists from Airport- Arrange transportation to bring artists and equipments to Puja site and dropping them back to hotel after the show
Sight-seeing	0	Hospitality Director	1	Offer sight seeing and other entertainment in case artists request. Prabasi do not re-imburse these expenses other than boarding and lodging. It is upto individual who would like to take this initiative
Puja Days (Durga Puja)				
Registration Booth		Treasurer	5	Treasurer needs volunteers in the Registration booths _ Friday (7 to 11 PM), Sat (10 AM to 11 PM), Sun (11 AM to 3 PM)
Renting atruck		Event Coordinator	2	A truck is rented on Friday to pick up the idol, grocery, etc from the store room and dropped to the Puja site. Thursday from 5 PM to 11 PM
Putting up tent		Event Coordinator	0	Someone needs to be present to guide tent vendor. Tent is usually pitched one day before the event. Everything should be ready by Friday afternoon including Fire Marshal inspection
Cleaning up on Sunday		Event Coordinator	2	Cleaning up on Sunday evening includes packing the idol, dhak, dismantling the decoration, etc and dropping them to the Store room in Hayward
Sound System for Puja (Anjali)		Event Coordinator	0	Someone should order Sound system, microphones for Anjali/Puja
Time Management		Event Coordinator	0	Event Coordinator needs to be in control
Volunteer reporting time		Event Coordinator	0	Ensure all puja volunteers report to site on time. Volunteers are required to assist the Purohit and Prasad

Ensure all Puja Material reaches the Mandap		Event Coordinator		0	Someone shops and Migual picks it up except perishable items
Cultural		Event Coordinator		0	Performing arts center is ready. Volunteers required for Sound/Light and back stage hospitality for three days
Food		Event Coordinator		0	Food is ready. Volunteers are available for serving Khicuri, etc
First Aid Box		Event Coordinator		1	Please bring the First Aid Box
Booth Money		Treasurer		1	Ensure all the Booth money are collected
Sankha		Treasurer		1	Collection of Sankha magazine from the printer
KALI PUJA					
Budget		3	Treasurer		0
Budget approved by BOD		2	BOD		0
Select facility		6	Event Coordinator		0
Select Purohit		1	Event Coordinator		0
Email to members about KP		1	Event Coordinator		0
					This email can go with DP email
Picking up Thakur from Store	Day before		Event Coordinator		1
					Migual or a Volunteer can do it. You can put the idol in a Van. It has to be dropped back to the store
Arrange cultural (inform local about facility)		3	Event Coordinator		2
Order Khichiri/Food for patron		1	Event Coordinator		0
					Inform Local about date/facility so that they can plan the program
Thakur Bhog/Mala(garland)	day		Event Coordinator		1
					Thakur need separate Bhog, some needs to cook it and make one garlands
Volunteers for Khichuri distribution		1	Event Coordinator		4
					Saturday Nov 10th (8 PM to 11 PM)
Decoration	Day		Event Coordinator		3
					Need volunteers for decoration (Friday 5 to 11 PM) on Nov 9th
Arrange Volunteer for Prasad/Puja	Day		Event Coordinator		5
					Volunteers for Puja and Prasad - Sat (5 PM to 10 PM)
Puja Material shopping	2 days		Event Coordinator		1
					Pick up the list from the Event Coordinator.
Arrange for Migual		1	Event Coordinator		0
Order Flowers		1	Event Coordinator		1
					Some one can order flower for Puja. Order should be placed atleast 15 days before the event. Take the ph number from the Event Coordinator
Cultural		1	Cultural Director		0
					Artist Selection , Sound light etc
Cultural	15 days		Cultural Director		2
					Volunters required for the cultural program (Oct 10th, 4 PM to 11 PM)
Saraswati Pujo -					
Budget for SP		4	Treasurer		0
Budget approved by BOD		3	Event Coordinator		0
Fixing dates for SP/Facility Booking		4	Event Coordinator		0
Final schedule of events - email to be sent		1	Event Coordinator		0
Food Vendor selection		1	Event Coordinator		0
Food Menu finalisation		1	Event Coordinator		0
Bringing thakur to the facility	Day		Event Coordinator		2
Decoration Execution		1	Event Coordinator		3
Ordering Flowers		1	Event Coordinator		1

