

**BAGH Puja Planning Meeting Minutes**  
**9/12/07**  
**At South Windsor Community Center**

1. Meeting called to order at 7:30pm
2. **Puja dates:** 10/12-10/14. No venue available in any other days
3. **Bijoya date** – Friday, 10/26 – subject to hall availability
4. **Venue:** Timothy Edwards Middle School.
  - Status: Finalized by Monosij. Check deposited to hold reservation.
5. **Purohit:** Both Gautamda and Subratada has other commitments.
  - Status: Dhipatida and Anilda to lead the charge to convince Subratada
6. **Cultural Program:** Tirthada as Cultural Secretary to lead.
  - Lack of name brand artist noted
  - Possibilities – Sitarist from Toronto
7. **Brochures:** We need a quality brochure to attract more Ads
  - Literary Articles and other art including cover (must be collected by 9/30/07) – send email blast inviting articles by 9/14/07
  - Ad collection – All ads with checks must be collected by 9/22/06
  - Production of PDF for printing (Somnath to perform. All ads and articles must be received by 10/05/07 to make it into the brochure)
  - Brochure printing: Somnath to coordinate
8. **Ad collection:** The payment for the Ad must be collected by 9/22/06 for Ads to be printed. Ads without payment will not be printed.
  - Rates:
    - i. Business card: \$75
    - ii. Quarter page: \$125
    - iii. Half page: \$200
    - iv. Full page: \$300
    - v. Inside Back cover: \$600 or second highest donor
    - vi. Back cover: \$1000 or highest donor
  - Concern with rates raised by Dhipatida and Anilda.
9. **Puja Chandas:**
  - We need to set up a volunteer committee consisting of some key senior members to greet the guests and explain the donation rates to ensure proper

collection. (We will have a few students with computers to record the payments and print receipts). Thanks to Sudhangshuda, Kajalda, Ranjanda, for volunteering. We need more volunteers.

- Rates: Premium Pkg includes Full page Ad
- | Category     | Prepaid | Site |
|--------------|---------|------|
| Pkg          | 225     | 250  |
| Prem Pkg     | 325     | ---- |
| Family       | 85      | 105  |
| Family – Sat | 75      | 95   |
- Concern raised that package donations rates are too low!
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#### **10. Food:**

- Friday dinner – Khichuri
- Food supervision – Pradipda and Kajalda
- Haveli is recommended. Monosij requests Tirthada to assist

#### **11. Audio system:**

- Arindam in charge. Tirthada may support him
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#### **12. Pujo Card mailings:**

- Cards should be brought in from India by Saumitrada.
- Need to print message and addresses and mail out.
- Somnath and Tirthada in charge.

#### **13. Pujo'r sari**

- Tapas already got it.

#### **14. Pratima transportation --** Sudipto in charge. Need at least 5 more volunteers

#### **15. Shopping of Puja supplies.**

- Gopalda has volunteered once again!! Tapas will assist. Need two more volunteers.

#### **16. Stage decoration**

- Sudhangshuda to lead.
- Potential volunteers include Sibda, Monojda/Sudeshnadi and Deepadi.

#### **17. Puja Ayojan**

- Papiyadi and Dipadi
- Stage hands during puja – Papiyadi, Prithadi, Anitadi

#### **18. Meeting adjourned at 9:00 pm**