

## Engagement Ceremony Preparation Guidelines & Check list

- 1) **Samagri [ ]**: Check all the Pooja samagri again as per the Samagri List and ensure all items are available.
- 2) **Decoration [ ]**: Tie the door hanging (Toran) to the main door of the venue. Decorate the main entrance with colorful Rangoli. Decorate the venue as best as possible according to budget. You can engage a professional decorator also.
- 3) **Music [ ]**: Play some divine instrumental music like Sitar, Shehnai, Santoor, Flute etc... to create a holy atmosphere.
- 4) **Photos & Videos [ ]**: Check if your camera and camcorder are in working conditions; batteries charged & there is enough memory on the card.
- 5) **Dress Code [ ]**: Traditional Indian Dress.
- 6) **Managing Kids [ ]**: If there are kids at home call their friends as much in advance as possible so that they will not get bored and trouble during the Pooja. Ask the kids to participate in the Pooja as they like, do not force them. Engage them in their favorite activities like comic books, story books, favorite TV Programs, Cartoon/Comedy TV Programs or DVDs etc... However, ensure that kids do not make any noise and disturb the Pooja.
- 7) **Sweets**: Keep adequate quantity of Pedhas wrapped in red/green/yellow wrapping paper like crepe paper to be distributed after engagement ceremony is over.
- 8) **Audio System**: If possible set up a professional audio system and provide a wireless collar mic for Panditji. In absence of wireless collar mic provide the mic with a mic stand.

### || Pooja Setup ||

- 1) **Pooja Setup Location [ ]**:
  - a) Set up Pooja in the Engagement Venue in such a way that all the attendees can see & enjoy the Ceremony. If possible have it on the raised stage. The stage should be adequate enough to accommodate the decorative chairs for the Boy, the Girl, both parents/guardians & Panditji; in all 7 people & the Pooja Set Up.
  - b) Place the Chaurang(Chowki/Bajot) at the center against/near a wall about 10 feet wide and clear preferably east of west facing. If there is any furniture or other items kept against that wall shift them elsewhere. Keep at least 4'x4' space on the left side of the Pooja Setup for Panditji.
- 2) **Samagri Arrangement [ ]**: Keep all the Pooja samagri in different plates properly arranged on the right side of the Pooja Setup.
- 3) **Panchamrut/Charanamrit Recipe [ ]**: Depending on number of guests attending, take one or two cups of cold milk; add 2-3 tea spoons curd, 1 spoon honey, 1-2 spoons pure ghee & 1 spoon sugar and mix.
- 4) **Pooja Decoration [ ]**: Place 2 flowerpots/vases with assorted flowers at the 2 backside corners of the Chaurang against the wall. Decorate the wall above Chaurang if you wish with decorated cloth, Christmas lights etc...
- 5) **Pooja Setup on Chaurang**:
  - a) In the center of the Chaurang place the Metal Kalash (Copper/Steel/Silver). Put handful of rice grains below the metal Kalash
  - b) Fill the Kalash with water, just a little over half & add some Ganga Jal (Holy water of Ganges). Place new cloth e.g. Blouse Piece or Handkerchief etc... around the kalash.

- c) Place 5 betel nut leaves with the stems inside the Metal kalash & the ends outside kalash. Place a Tamhan (Copper/Silver Plate) on the Kalash, fill it with rice grains and draw a "Swastik" 卐 symbol with kumkum in the middle and place one Beatle nut at the center of the Swastik.
- d) Place the Bell (Ghanta) at the front left corner of the Chaurang and place the Conch (Shankha) on the front right corner of the Chaurang. Keep some rice grains below the conch to make a proper base for it.
- e) Keep the Lord Ganesh Murti in front of both the Kalash at the center and keep murti or coin or photo of Lakshmi to the right side of Lord Ganesh.
- f) Keep all other deities as per your family tradition e.g. Kuladevata on or nearby the Chaurang at a suitable place. Photos can be also placed on the wall if needed.

### Arrangement around the Chaurang (Chowki/Bajot):

- 1) Place aluminum foil strips on the floor on all the 3 sides of Chaurang (front, left & right side) to protect your floor.
- 2) Keep one oil lamp (Samai) on the right hand side of the Chaurang on the foil. Use a small plate below Samai so that the oil will not spill outside.
- 3) Keep the Ghee Lamp (Niranjan) in a round metal plate (Pooja Thaali) which will be used for Aarti.
- 4) Keep the incense stick (Agarbatti) in a proper holder next to the ghee lamp on the right side of Chaurang. If anyone has smoke allergy, do not light the incense sticks.
- 5) Keep 5 coconuts with water in front of the Chaurang on the aluminum foil. Keep one Betel Leaf in front of each coconut with stem towards the coconut. Keep one dollar note folded on each leaf, keep one quarter coin on each dollar note, keep one Beatle Nut on each coin. Keep one triangular piece of dry coconut on each Beatle Leaf and keep a small piece of "Deshi Gud" i.e. Jaggery on each piece of dry coconut. Keep small quantity of 5 types of dry fruits like cashes nuts, almonds, resins, pistachio, dry dates etc... on each betel leaf.
- 6) Keep one Jug full of water near the Chaurang on right side. Keep a utensil or bowl to keep the used water.
- 7) Keep two seating mattresses in front of the Chaurang about 2 feet away from the Chaurang.
- 8) Keep at least 4'x4' space on the left side of the Pooja Set up for Panditji.

Arrange all other Pooja Samagri on the **Right Side** of the Chaurang duly arranged in different plates as per the samagri list. (Do not misplace Pooja Samagri and very important; do not fight with each other over Samagri when Panditji arrives ☺)

