

GLOBAL AKHANDA BHAJAN TEAM RESPONSIBILITIES

Altar

1. Designing a simple yet powerful altar that brings out the essence of the theme of GAB 2012
2. Make a detailed plan for a smooth assembly and disassembly of the altar
3. Identify sources for procurement of materials for the altar. Please check with GAB coordinators to get a list of materials available from previous altars
4. Give an estimate of the budget if the altar plan involves buying materials
5. Coordinate with the logistics team to work-out the dates/times for altar set-up and clean-up
6. Coordinate with the volunteer team to recruit volunteers for assembly and disassembly of the altar.

Devotion

1. Allocate Time Slots to all participating centers bearing in mind the strength of their membership and distance to travel
2. Organize practice sessions for all common slots, unison and/or rapid sequence bhajans.
3. Find venue for regional practice sessions and coordinate with the hosts.
4. Work out the logistics of the practice sessions.
5. Set the calendar for the practice sessions.
6. Identify and communicate with the devotional guides/coaches for the practice coordinators.
7. Identify and communicate the dates/venue for the practice sessions with the instrumentalists. Check whether the instrumentalists are going to be available during the main program.
8. Organize templates for projection of lyrics for the bhajans.
9. Audio system
10. Video projection

Food

1. Plan a healthy, nutritious "sathvic" menu for Saturday night, Sunday morning and afternoon Prasad.
2. Please plan the menu bearing in mind that GAB has attendees from both Indian and non-Indian backgrounds
3. Plan for tea/coffee/juice/water and nuts/fruits/fruit bars/energy bars for the night
4. Estimate supplies needed
5. Make a plan for entry into dining hall, seating and exit. Communicate it in the form of detailed written instructions to the food volunteers

Logistics: Setup & Others

1. Procure supplies, as per the supply list (see Supply list below)
2. Setup Bhajan hall (other than the Altar itself)
3. Setup the dining hall
4. Place placards, signs and bulletin boards in appropriate locations
5. Setup hallways and other areas.
6. Provide balloons and signs in the street corner and parking lots
7. Lunch room tables and chairs
8. Shoe rack
9. Info desk & Registration desk
10. Accommodation related
11. Prasad distribution/Exit
12. Bhajan streaming in lunch room

Service

1. Brainstorming to find out an appropriate service project that can be undertaken before and during GAB
2. Identify a service project that adults and SSE children can engage in during GAB
3. If the service project involves getting together at a location other than GAB venue either before or during, please plan the logistics in such a way that the activity does not clash with any other regional activity or practices

SSE

1. Allocating time Slots to all SSE children - one consolidated slot or slots spread by agegroup
2. Plan other activities for SSE children during the GAB. Simple and feasible.
3. Coordinate with the service team to identify a small service project for SSE.
4. Coordinate with the logistic team to identify the room allocated to SSE - this will have a bearing on the kind of activities planned for SSE.
5. Have an open communication with Devotion team.

Volunteers

1. Recruiting volunteers for various teams such as altar, food, SSE and devotion
2. Coordinate with their respective co-leads to prepare detailed instructions for volunteers in each team. These documents can also be used to orient last-minute sign ups at the venue.
3. Contact the service coordinators and follow-up by phone calls to sign up volunteers from various centers
4. Provide an opportunity for a face-to-face meetings and volunteer orientations for all or at least a core set of volunteers. The GAB coordinators are working to get a suitable date to conduct this meeting at the venue.

