



Sai Center Setup and Clean Procedures

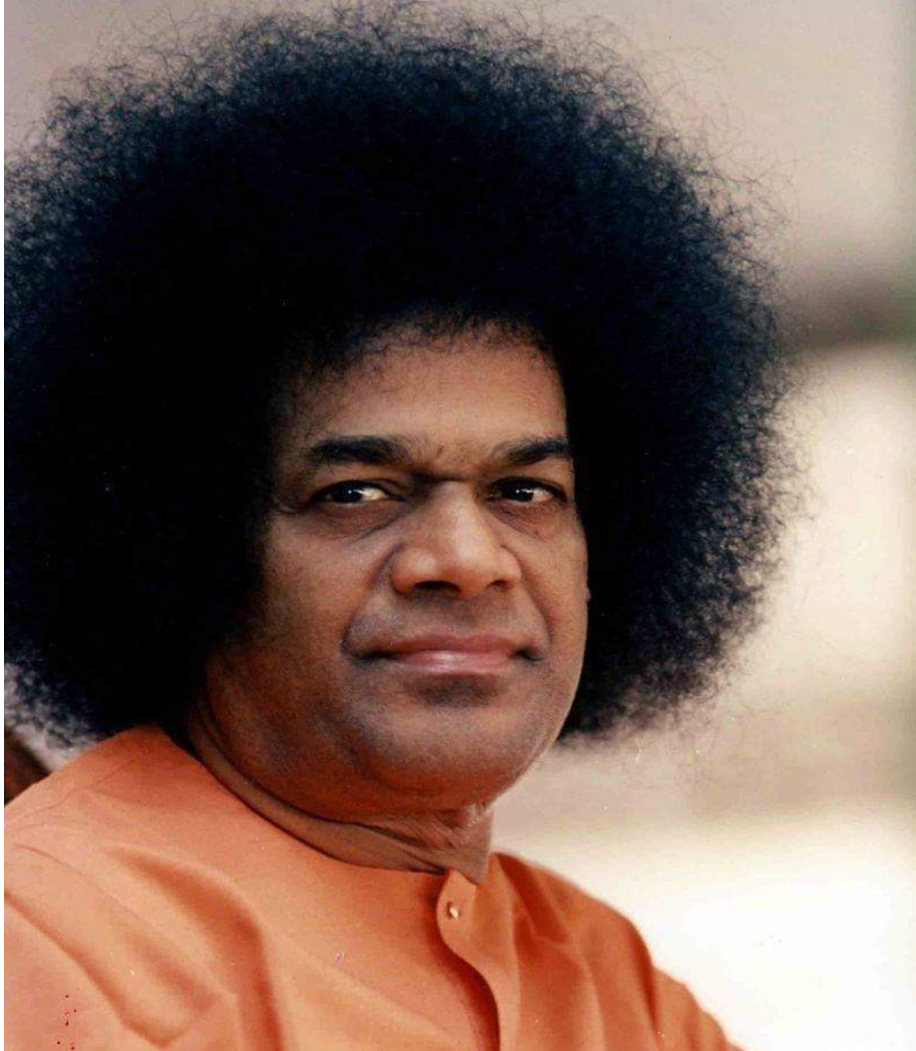




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About this Document

The purpose of this document is to list out various tasks that need to be performed with the help of volunteers for every devotional session.

In order for these tasks to be performed efficiently and effectively without any confusion, injuries or damage and in an enjoyable way, each task will have a lead coordinator with a small team of 1 or 2 more volunteers and are requested to only do the tasks assigned or taken. Please allow the task leads to call for help. It is very important to retrieve and put back equipment in a consistent way to avoid misplacing or disrupting the process. To perform the assigned or taken task, please use the pages from this document as a checklist to know what to do and to avoid missing any key steps.

Based on performing the task a few times, if any devotee has any feedback to improve this process, please communicate the same to any of the council members or via the [contact us](#) form on the website

Enquiry Type *

Add me to your weekly communication

Add me to your weekly communication

Interested in learning / practice bhajans

Interested in learning / chanting Vedas

Interested in guided meditation

Registering my child for Sri Sathya Sai Educare

Interested in seva activities

Interested in Going Green

Suggestion or feedback on website

Other

<https://www.sssgc-houston.org/contact/>



A Memorable front view of how the Main hall was setup and decorated on our inaugural session August 13th 2023



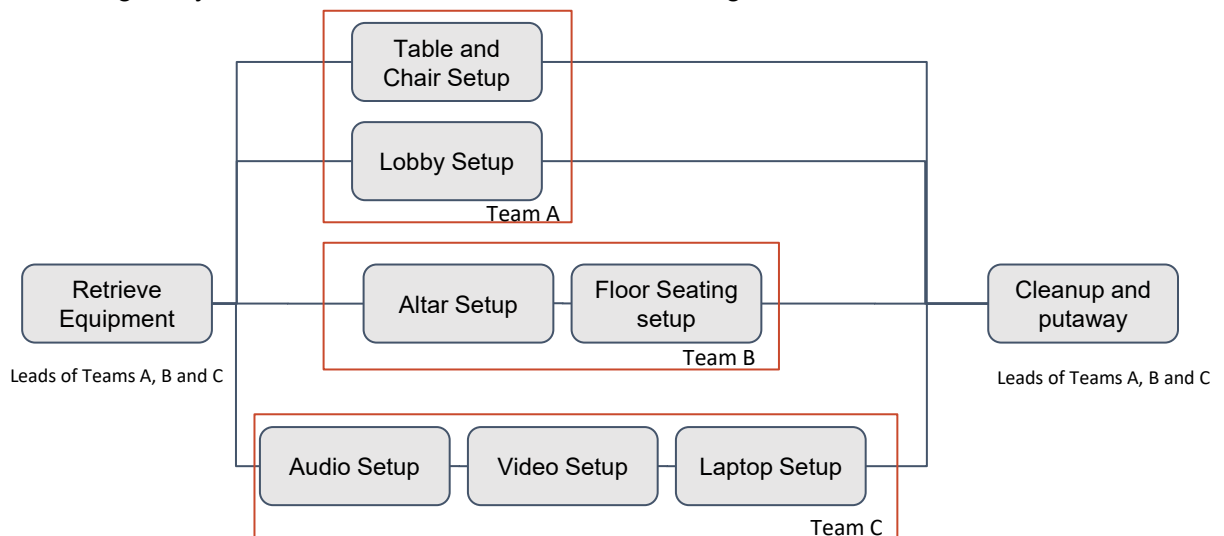
A Memorable side view of how the Main hall was setup and decorated on our inaugural session August 13th 2023



Center Opening

These are the various activities that have to be performed upon opening the center every week

- Equipment Retrieval - upstairs and closet
- Lobby Setup which involves setup a welcome altar and securing door lock to avoid self locking
- Altar Setup which involves backdrop, chair setup, Swami's picture and all the decorations and lighting
- Audio Setup which involves speaker, mic and mixer setup
- Video Setup which includes projector screen and projector setup
- Laptop Setup to be able to share devotional session slides and study circle material over the projector and ensuring any audio from computer is routed to mixer
- Table and chair setup for prasad distribution and for devotees to use during devotional session
- Floor seating setup for devotees to use during the devotional session
- Putting away dollies, crates and totes for commencing the devotional session





Center Equipment retrieval

Bringing equipment stowed away upstairs to main hall

- Take bin dolly from center laundry room and go upstairs on elevator and stack and bring to main hall
 - 2 blue flower vase stands
 - 3 tote boxes with altar and housekeeping supplies
 - Comforters and bring them down in one trip;
- AV Dolly has 4 black crates and top crate includes all flower vases
- Carry Swami's photo from upstairs to the main hall on the elevator
- Carry Swami's chair from upstairs to the main hall on elevator

Bringing equipment stowed away in closet outside the main hall

- Unlock closet and retrieve the dolly with 20 chairs from the closet into the main hall
- Retrieve Projector screen from closet and place in main hall on left side of altar for screen setup
- Retrieve Main Altar easel from closet and place near altar area for altar set up team in the main hall
- Retrieve rack of 4 stools from closet and bring them to the main hall and place near where the right side speaker is to be situated



Lobby Setup

- Welcome Altar :
 - Setup 1 Easel at the lobby entrance
 - Place 1 photo of swami and set up garland on it;
 - Place bin for collection of dry food donations for pantry
 - Place the mini white board display after writing a new quote on it
- Front door setup - Tie ribbon on Front door to prevent it from locking

(Pickup all material needed from main hall after all equipment are retrieved and brought to main hall)



Audio Setup

- Bring Dolly with AV equipment and park by the table where mixer is to be setup;
- Power for mixer table : 1 power extension board is to be set up by the mixer table location and powered up
- Speaker setup : Set up speaker stools and set speakers on them on either side of altar;
- Place masks and first aid kit along with speaker on right side of altar stool
- Speaker cable setup: Layout speaker cable behind altar along the wall from speakers to mixer using speaker cable harness
- Mixer power up : Set up and plug in Mixer; Speaker XLR line out to speakers; Aux line out to computer usb port; Power up mixer and then power up speakers;
- Iphone / Android can be connected via mixer bluetooth to start playing some soothing music while remaining activities are pursued.
- Layout mic cable harness with 25 feet cable for male vocal, 2 for instruments and the 2 x 50 feet cable to the ladies side under the comforter (ideally do this before the comforters are spread
- Connect Mics and set mic stands for instruments (SM57 for Harmonium, Behringer dynamic for Tabla and regular Behringer for vocal
- Plug in mic cables to Mixer : track 1 and 2 instruments, 3&4 male, 5 & 6 ladies and 11/12 for Computer line in. Speaker XLR line out to speakers; Aux line out to computer usb port
- Test all inputs and adjust as necessary; ensure speaker volumes are balanced



Video Setup

- Set up projector screen to left of altar (Ladies side)
 - Projector has a base stand and a screen as 2 parts
 - The stand has to be set first and then the screen has to be attached
 - Care should be taken in handling the attachment clip as it is a delicate connection and vulnerable to breaking
- Set up projector on tripod stand (without damaging the screw thread) and plug in to extension cord and to the wall socket and power up projector using projector power switch. All other adjustments on projector with remote control
- Adjust projector throw onto screen and adjust height and screen location to get best projection



Laptop Setup

- Laptop with ppt and study circle material with casting onto projector
 - If Laptop is on center WiFi and if it has latest Google Chrome, then it can connect to projector without any cable in a wireless mode
 - If not, a long HDMI cable will need to be routed between laptop and projector
- Laptop needs to be configured with audio line out to mixer and speaker set to usb speaker. (If Mixer is already setup up the usb cable from channel 11/12 can be plugged into the laptop USB port)



Table and chair setup

- Bring dolly with 20 chairs from outside closet to main hall and setup 10 chairs on Gents and 10 chair on Ladies side
- Bring table from outside closet to main hall and set up at the main hall door way for prasad distribution and place QR code for volunteer interest form on table



Altar Setup

- Identify and retrieve Altar kits (Tote box, Photos, Chair, Easels, Extension board, Spotlight, decorations, arathi plate, Lamps etc)
- Place a sheet on floor for the Altar
- Set up the backdrop (which includes setting up the backdrop frame and hanging the selected backdrop fabric like curtains on curtain rod, Then raising the frame to its full height and width and then ensuring that the **backdrop looks aesthetically pleasing**)
- Place Easel and place Swami's photo in the center of the Altar and then Swami's chair right in front of it.
- Place the blue flower vase base stands on either sides and one of the stools (available from rack near right side speaker) for offering water and Nivedyam to Swami
- Place 1 extension board under Swami's chair and connect to wall socket behind the backdrop. This can be used for powering the spotlights
- Decorate photo and chair with flowers (if any) and place Swami Handkerchief on chair armrest
- Use a second Easel to setup Shirdi Baba photo to the right of Swami's Chair and decorate
- Place Sarva Dharma photo in short easel to the left of Swami's Chair
- Complete the Altar with decorations
- Once done, lay out the runner from Swami's foot rest as a path way between the gents and ladies seating



Floor seating setup

- Bring 4 comforters, remove them from their package and spread them on floor on either side of runner with enough space in front of Altar to enable doing Arathi comfortably.
- Lay the comforter over the mic cables running from mixer to ladies side
- Cover the comforters with white linen sheet and tuck them at the edges under the comforter
- Take the bathroom chappals out of the tote and place outside the ladies and gents restrooms
- Check if there is soap and paper towels already available at the wash basin and if not take them from the center supplies (also in the Tote box)



Once the setup is completed, move all totes, dollies and crates out of the main hall either behind the screen or back into the laundry room.



Center Cleanup and Closing

These are the various activities that have to be performed to cleanup and close the center every week

- | | | |
|--|---|--------------------------|
| <ul style="list-style-type: none">● Removal, folding and packing up floor seating setup● Altar Disassembly and pickup | } | Team B |
| <ul style="list-style-type: none">● Table and chair fold up and stow away● Lobby Altar disassembly | } | Team A |
| <ul style="list-style-type: none">● Shutting down Projector, Laptop, Switching off all microphones● Audio and Video system disassembly and pickup | } | Team C |
| <ul style="list-style-type: none">● Consolidation and verifying that all Center equipment are accounted for● Loading Totes, Crates, Dollies | } | Team Leads of A, B and C |

To ensure that all equipment can be easily located with no surprises the following week, Only the team leads are requested to move all the equipment with dollies and / or hand carry them back to the same locations (Upstairs office rooms or outside closet) where they were retrieved from for the session.



Altar Disassembly and packup

- Retrieve the rubbermaid dolly from Laundry room
- Roll up the runner and put it into the rubbermaid dolly
- Please the flower vase stands in the bottom of the dolly
- Remove decorations and Swami's handkerchief (Handkerchief needs to be handed to Rita Aunty or Pavithra to take home for washing. There are 2 sets in the tote box). Decorations go into one of the Altar tote boxes
- Turn off power to spotlights and remove them and set aside to cool; remove extension board and roll up its wires and take both to the mixer table to be kept with AV equipment
- Remove Swami's photo and place into Mixtile box with great care
- Hand over the main Easel to the team that is moving table, chairs, stool etc to the closet
- Remove all the flower vases and put them into the black crate
- Remove Shirdi Baba photo and Collapse and fold the easel and put it into its storage back; and place Shirdi Baba photo into the crate with the flower vases. The mini white board also goes into this crate
- Retrieve Swami's water tumbler and arathi plates and hand over to Pavithra to take home for wash
- Hand over this crate to the AV lead to stow away with the AV equipment Dolly
- Dismantle the backdrop frame, remove and fold backdrops and the sheet on the floor
- Stow the backdrop frame components in its bag
- Place as many loose parts into the dolly headed upstairs including the 3 tote boxes and the comforter bags
- Now the Altar kit is ready to be moved upstairs



Removal, folding and packing up floor seating setup

- The white linen on the floor seating should be removed and folded neatly and put into one of the altar supplies tote that contain all the linen (backdrops, sheets)
- The comforters should be compactly folded to fit back into their comforter bags and secured with zippers. Care should be taken when zipping and unzipping these bags as they are delicate and tend to malfunction
- The removal of the floor seating is typically done after the bhajans and the chairs rearranged for the study circle.
- Retrieve the bathroom chappals from outside the ladies and gents restrooms and place them back in the Tote box
- If soap and paper towels from center supplies was placed at the wash basin, retrieve them and put them back with the center supplies (also in the Tote box)
- The tote bin and the comforter bags are typically left in the back of the main hall and need to be retrieved for this task and once done left near the mixer table.



System Shutdown

- Once the Devotional session is completed, all AV equipment need to be powered down in a sequence and brought over for consolidation to the mixer table.
- All mixer input channels knobs must be brought to zero and channels must be muted.
- Once the input channel is shut off on mixer, Then the mics can be disconnected from the cable after their switch is also ensured to be in off position and the mics can be put away in their boxes and brought to mixer table.
- **Mic cables will need to be left as is on the floor without rolling them up and will be the last item for pickup to avoid any tangling or knots. This needs to be done very carefully and only by those who know how to roll up the cables.**
- Laptops need to be shutdown, unplugged and stowed away by the laptop owner
- Using the remote control, projector need to be powered off then unplugged.
- Once unplugged, The projector with its tripod, the power cable and the extension power cord need to be picked up and brought over to the mixer table for consolidation and packing
- Once music streaming is stopped from the mixer, the speakers can be powered down and the speaker disconnected from the cable. The speakers need to be brought to the mixer table for consolidation
- Once speakers have been powered off and disconnected, The mixer can be powered down and unplugged.



Packing up AV equipment

- 3 AV Crates and Dolly need to be retrieved and brought to mixer table for repacking. 4th crate that sits on top of AV crates will contain the flower vases and the foldable easels and backdrop frames
- The projector and the tripod need to be separated and the tripod and its pieces need to go into its bag and projector and its remote and power cable need to go back into the projector box
- Speakers need to be put into their cover / bags.
- The speaker bags, projector box, tripod pouch, mic boxes, mic stands all need to be stacked into 2 of 3 crates
- Once all other clean ups have completed, then the mic cable harness need to be rolled up and strapped taking care to avoid any knots and tangles and put away in the bottom of the 3rd crate.
- Same must be done with the speaker cables (4 cables of different lengths) all rolled and strapped together and placed in the same 3rd crate. All other cables (power cables, HDMI, Aux cables etc should also be put into this crate so all crates can be found in a single crate.
- The mixer must be placed on top of the cables in this 3rd crate. This crate will be the bottom most crate on the AV dolly and the other two AV crates must be stacked on top of each other.
- Once the Altar team finish their work the 4th crate with the flower vases must be stacked on top of AV crates
- With this AV dolly is ready for stow away



Stools, Table, Chair fold up and Projector screen packing and stow away

- The Dolly for chairs should be retrieved from the back of the main hall
- The 20 chairs need to be folded and laid flat on top of each other on the dolly in the same direction so that they are secure and will not fall off when the dolly is moved
- The QR code volunteer interest flier should be retrieved from the prasad table and put away in the tote bin with the linens
- The prasad table needs to be flipped and the legs shortened before it can be folded
- Then the table can be folded.
- Projector screen has two pieces. The screen and the stand. They need to be separated using a clip mechanism (which is very delicate) and then they need to be strapped together and inserted into the sleeve / bag that holds the projector screen together.
- Once that Altar team finishes the Altar disassembly, the main altar Easel also needs to be retrieved.
- 4 stools on their rack (2 used for speakers + 1 for Swami's Nivedyam) should be retrieved.
- All these once consolidated need to be moved back to the closet outside the main hall and once stowed the team lead needs to lock the closet.



Lobby Altar disassembly

- Remove garland from the photo place in the lobby
- Remove the photo
- Collect the mini white board display
- Collapse the easel
- Bring the 4 over to the main hall
- The collapsed easel has a bag in which it needs to be put back.
- Swami's photo goes into a Mixtile box and care needs to be taking when handling the photo



Importance of discipline

Discipline is vital to every living being. For man it is even more important like the spinal column. Without discipline mankind will be ruined. Discipline means the observance of certain well-defined rules. Without such regulation it is not possible to maintain humanness. Such regulation contributes to the glory of human existence.

Discipline is essential for every group, for every society and for every political institution. Without discipline there can be no society or Government. No nation can exist without discipline. It is discipline that unites man to man, and one society to another. Hence discipline is one of the basic insignia of social life.

Sri Sathya Sai Speaks, Vol 29 (1996)

We pray to Swami with sincerity that we use the center setup and clean up opportunity to practice discipline. We will strive to conducting ourselves such that Swami is pleased with our silent, structured, efficient and disciplined way of coming together, setting up the center. And once our devotional session is completed, that we are able to disperse in silence carrying the energy we have received from him during the devotional session.

To achieve this while involving as many volunteers as possible, Center officers will need to be organized in conducting the center and able to think ahead and devotee volunteers will need to take on whatever task (big or small) being requested of them within their physical ability with the only goal being to have quick, safe and smooth set up and clean up and enable timely start and finish of the session and in creating a blissful atmosphere at the center.

