



Aananda Satsang Hall & Shoe Room Checklist

Date : _____

Name on Duty: _____

Satsang Hall Duties

All the Preparations should be checked 45 minutes before the satsang

Check

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1	Turn on decorative lights 45 minutes before the satsang and turn off immediately after the satsang at the front of the stage. The plug is situated on the left of the stage	
2	Turn on the Satsang Hall and Shoe Room Lights 45 minutes before the Satsang and turn off immediately after the Satsang	
3	Set up /alignment of Chairs in Satsang Hall 45 minutes before the satsang and set up and allignment after the satsang	
4	Prepare Jyoti (Bihari ji and Darbaar) 45 minutes before the satsang	
5	Cleaning of Satsang Hall and shoe room/ Vaccum 45 minutes before the satsang	
6	Vaccum Chairs 45 minutes before the satsang	
7	Check Lighters for Jyot 45 minutes before the satsang	
8	Clean Granite Floor 45 minutes before the satsang	
9	Place Granths outside 45 minutes before the satsang and keep them back after the satsang	
10	Projector Handling 45 minutes before the satsang (Assigned persons are Subhash Chatly, Durga Panda, Sonal Gupta and Priya Handa)	
11	Shoes to be placed orderly in Shoe Room on the shoe racks	
12	Check Social Media Cards are stocked 45 minutes before the satsang	
13	Check Brochures are stocked 45 minutes before the satsang	
14	Check Water Dispenser Bottles & Small Glasses in Shoe Room 45 minutes before the satsang	
15	Spray Fragrance & Room Freshners in the Hall and Shoe Room 45 minutes before the satsang	

Satsang Hall Restrooms

15	Cleaning of Public Restrooms 45 minutes before the satsang	
16	Check Supplies in the Restrooms: (Paper Towel, Toilet Paper, Air Freshner, Soap, Moth Balls) 45 minutes before the satsang	
17	Place Mats and Slippers nicely 45 minutes before the satsang	
18	Spray Fragrance & Room Freshners 45 minutes before the satsang	
19	Check all the trash is removed 45 minutes before the satsang	

Comments/Notes:

Checked By: